

diaspora & Transnational Studies Student Union/East Asian  
Studies Students' Union/Ecology & Evolutionary Biology Union/  
Economics Students Association/Employment Relations Students'  
Association/English Students' Union/Equity Studies Students  
Union/Fine Art Students' Union/Toronto Undergraduate Geography  
Society/Undergraduate Geology Association/Health Studies  
Students' Union/History Students' Association/Human Biology  
Students' Union/Immunology Students' Association/Interna-  
tional Relations Society/Jewish Studies Students Union/  
Laboratory Medicine & Pathology Students' Union/Society of  
Linguistics Undergraduate Students/Mathematics Union/  
Molecular Genetics & Microbiology Students' Union /Near &  
Middle Eastern Civilizations Students' Union/Neuroscience  
Association of Undergrad Students/Peace and Conflict Society/  
Pharmaceutical Chemistry Student Union/Pharmacology &  
Toxicology Students' Association/Philosophy Course Union/  
Physics & Astronomy Students' Union/Undergraduate Physiology  
Students' Association/Association of Political Science Students/  
Psychology Students' Association/Rotman Commerce Students'  
Association/Undergraduate Sociology Students' Union/ Sexual

# Course Union Organizing Manual

2023-24

# message from the executive:

Dear Course Union Representative,

Welcome to ASSU! As a member of your course union executive, you play an integral role in the operations of our union. Course unions not only serve as places of gathering and bonding for students in a specific program, but they also help represent students to their departments and to the union at large. YOU direct our programming and our mandate as a union at our council meetings. This manual will be your go to guide on ASSU and your course union's operations for the year. We hope you find it useful and we're looking forward to seeing you and working with you this year! 😊

Sincerely,  
The ASSU Executive

Anusha Madhusudanan, President  
Sophia Lopez, Executive  
Firdaus Sadid, Treasurer  
Daisy Smith, Executive  
Michelle Wong, Executive

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## why organize?

It's not easy being a student at the University of Toronto. In addition, to keeping up with a demanding academic program, students have to deal with large class sizes, a decreasing quality of education and a bureaucracy that makes it difficult to seek help and support. We are often not involved in the processes that determine and set policy for our university. We outnumber professors, administrators and support staff - yet we have the least power. The majority has the least amount of power - *welcome to the proletariat*.

But all hope is not lost. Students come from a variety of backgrounds and have different experiences and strengths - but united, we can change the university for the better, so that it suits our needs. We need to **organize**. **This organizing manual will help you do that.**



**Organizing** refers to steps you can take to make sure that the students in your department are informed and involved in the processes that shape their education, including getting involved in their course union. This can be everything from getting students to participate in an awareness campaign, asking them to e-mail the department, come to general meetings, etc. There will be more in this manual about how you can organize.

## our history

### 1960's

To fully understand what your Course Union (CU) is about, it is necessary to know some of the background of these organizations at the University of Toronto.

As early as 1965, students were beginning to face problems that have become all too common today - huge classes, and the alienation of the student in a classroom situation. Criticism was particularly directed at the "mass consumer" type of education in the Faculty of Arts and Science.

The solution was seen to be an increase of student participation at all levels of education. To win such student representation within departments, Course Unions were founded to serve as grass roots student organizations based in a particular department or area of study.

From the beginning, Course Unions were intended to deal with impersonal education, alienating grading systems based on heavily weighted examinations, promote informal communication with instructors and to affect fundamental change in the educational process by challenging the status quo relationship of power in the classroom.

Course Unions also promoted student involvement in faculty promotion and tenure decisions as well as the determination of the curriculum and its contents. Course evaluations were seen as one way of affecting change in the classroom and directly helping students.

Part of this struggle by students for a more meaningful role in the education system was directed at gaining parity - equal student representation with faculty on governing administrative bodies within the University. On many levels, student representation increased dramatically, although nowhere was parity achieved. In most areas, students have succeeded only in "participating in participation"; we have not really achieved participation in true

decision making. Final authority remains with the Department Chairs and a few senior administrators.

From the late sixties on, new Course Unions began to come into existence; the first one was the History Students' Union (HSU), founded in 1967 (Commerce and Geography have deeper roots in course clubs and associations pre-dating this period). Most of these new Course Unions went to the Students' Administrative Council (SAC) and received funding through the Education Commission (now defunct).

## 1970's

### 1972:

In 1972, a SAC Constitutional Conference strongly recommended that SAC no longer be responsible for educational work within the faculties; instead, the responsibility was shifted to student faculty councils. In June 1972, a conference was held to discuss and begin implementation of a new organization intermediate between SAC and the Course Unions - the Arts and Science Students' Union (ASSU).

ASSU's Constitution was settled in September of that same year and the SAC Education Commission agreed to provide the new umbrella group with an annual grant of two dollars (\$2) per SAC student registered in the Faculty of Arts and Science on the St. George campus. This amounted to \$20,000 in 1974-75.

### 1974:

Due to pressure from other faculties, the SAC Executive, in 1974, notified ASSU that the Education Commission grant would cease after the 1975-76 academic year. In order to finance the activities of its Course Unions, ASSU appealed to its constituency by means of a referendum held in the fall of 1975. Of those voting, 87% voted to grant ASSU \$4 as an undergraduate levy.

## ASSU Today

Since that time there have been five fee increases. In the Winter 2019, students voted to increase the levy to the current \$11.41 per term. ASSU still has one of the lowest student levy fees at the University of Toronto.

ASSU was founded to improve the education and academic life of full-time undergraduates, currently over 28,000 students, in our faculty. ASSU has expanded over the years to the point where we now have 70 Course Unions.

## what is ASSU?



ASSU is an acronym for the Arts and Science Students' Union and we are a group of students who represent the interests of all the undergraduate full-time students in the Faculty of Arts and Science – academic or otherwise – to the administration and general public. Our union represents over 28,000 students and we directly support and fund 70 student unions that connect students from their respective departments through events such as socials, journal publications, and academic panels.

Our team is comprised of three full-time unionized staff and seven elected executives. Our office is located in Rm 1068, Sidney Smith Hall, at 100 St. George Street. In our office, you can find, a bank of past midterms, 5¢ photocopying/printing, 50¢ pop and a team of executives made up of undergraduate students just like you, who are always willing to lend an ear or offer school advice.

Other than office resources and Course Unions, we also help students through our monthly meetings with the Dean of Arts and Science, where we bring up issues that students in the Faculty are facing. In these meetings, ASSU discusses issues that we have noticed at the every-day-student level – be it administrative issues such as proper evaluations for teaching assistants or student life issues such as discrimination and harassment on campus, we work together with the Dean's office to implement change from the highest level of the Faculty.

ASSU works to help students in the Faculty of Arts and Science on several different levels, from the personal level where you connect with us in the office to the bureaucratic level, where we advocate your best interests to the administration. Drop by the office today and find out how we can help you, or visit our website at [www.assu.ca](http://www.assu.ca). The structure of ASSU is based on the fact that ours is an "umbrella" organization providing services not only to

## ASSU structure overview:

our individual members but also to the component organizations, the Course Unions.

Council is the governing, legislative body of ASSU. In the spirit of an umbrella organization, the majority of the members of Council are representatives of the Course Unions (two (2) from each CU). One (1) of the representatives must be the CU President, although proxy forms are available if the President is unable to attend. NOTE: Proxy forms must be signed by both parties and submitted by the deadline before the meeting.

As well, the seven (7) members of the ASSU Executive have seats on the Council. Thus, if ASSU has 65 active Course Unions then, Council will have a total membership of 137 (130 Course Union reps and 7 Executive). Quorum for Council, the minimum number of members that have to be present, is 20 members or 20% of the total membership, whichever is less. The secretariat of Council is composed of the Chair and the Secretary. The Chair is appointed for a term of one (1) year by the Executive. The Secretary is a member of the ASSU staff.

Council's duties include deciding on the general policy of ASSU, the approval of the budgets of both ASSU and the Course Unions, the election of the Executive members, and the appointment of all employees, upon recommendation of the Executive.

### **ASSU Executive**

The ASSU Executive is composed of seven (7) members: the President and six (6) Executive members. The President and four (4) Executive are elected at the Annual General Meeting held in March each year. The remaining two (2) positions are filled at the first meeting of Council. In line with the umbrella nature of ASSU, the Executive is elected by Council reps rather than the student body at large. All fee-paying members of ASSU are eligible to run. The duties of the Executive include administering the Union, implementing policy, preparing the central budget, keeping the financial records, and recommending to Council the appointment of employees.

The Executive members are responsible for dividing up amongst themselves the responsibilities and they meet at least once every three weeks.

### **ASSU Course Unions**

The Course Union (CU) is the basic constituent group of ASSU. They directly represent the students in their departments or programs. Apart from sending two (2) representatives to Council, the Course Union also acts as the official undergraduate organization in their department and provides academic and social opportunities for their members.

Each Course Union must have an executive and a set of by-laws that are not in conflict with the ASSU Constitution.

### ASSU Staff

At the present time, ASSU has three (3) full-time employees: Executive Coordinator (Jane Seto); Administrative Officer and PUM Coordinator (Yoko Minoda) and Student Advisor (Gavin Nowlan). All are members of the Canadian Union of Public Employees (CUPE), Local 1281. Their duties include handling ASSU finances, office management, research, printing, production of the minutes of both Council and Executive, organizing campaigns, producing publications, running programs, counselling students and advising ASSU.

### Course Union Membership

The following are the membership criteria for Course Unions as directed by the ASSU Constitution. Any student may join a Course Union if they:

- a) are a member of ASSU (all full-time undergraduate on the St. George campus or any student of U of T who pays the ASSU fee, and*
- b) take at least one (1) course during the academic year in the department/programme the course union represents, or*
- c) are a member of ASSU and are registered in the department/programme the course union represents as a specialist, a major, or a minor*

## course unions: roles

### *“Community Representation”*



ASSU represents upwards of 28,000+ students. While we try to represent each and every student the best we can, we realize we don't have the ability to involve ourselves in every subject matter or the time to specialize in meeting the needs of everything from a 1<sup>st</sup> year PSY100 student to a 4<sup>th</sup> year specializing in ceramics. This is where Course Unions come in and fill a vital role in representing students! Students in each department have unique and special needs. Who better to represent these students in organizing social events and meetings with departments than students taking the same courses themselves?

Course Unions are made up of executive members who are student leaders within their department or program of study. They essentially sustain the community and activity of students in each department in everything from social to academic matters. They host movie nights, academic seminars, socials, general meetings, etc. and

collaborate with their respective departments on initiatives. They also serve as the voice of the students when collaborating with the administration.

Each department has different needs and therefore each Course Union takes on a different organizational structure. ASSU supports each Union financially and also will lend its influence on key issues. In return, ASSU asks that each Union act in an open, democratic, and inclusive manner. Active participation in Course Union and ASSU affairs is also encouraged. Most importantly though, we ask each Union to be active! Course Unions can have a tremendous influence on a student's experience in their degree and by extension their experience at the University of Toronto. Having lots of fun events can create a great community in a department that benefits everyone involved.

Here are some of the services offered by Course Unions in recent years:

- ✚ Socials – where students meet each other and instructors
- ✚ Movie Nights
- ✚ **Academic Seminars – every course union MUST hold (1) academic seminar per term**
- ✚ Conferences/Symposiums
- ✚ General Meetings
- ✚ Guest Lectures
- ✚ Grad School Seminars
- ✚ Degree Planning Sessions
- ✚ Game Nights
- ✚ Mentoring Programs
- ✚ Debates
- ✚ Publishing Academic Journals
- ✚ Cultural/Religious Celebrations
- ✚ Career Information Seminars

## course unions: structure

While each Course Union (CU) is unique, both in vision and in form, all share the common goals of meeting students' needs and representing students' views. For these reasons, the structure is similar for each Course Union.

### Executive

Each Course Union is required, by the ASSU Constitution, to have a President (or equivalent) and an Executive, all to be elected annually. The number of Executive Members varies from Course Union to Course Union as do the division of responsibilities. All Course Unions are required to have a set of by-laws, to be filed in the ASSU office.

The timing of the Executive elections is important. *Proper notice must be given; a minimum of fourteen (14) calendar days is required.* Although most Course Unions hold their elections in the spring, many hold them in the fall and one CU holds its election in January. There are various advantages and disadvantages to each. The main concern is the long summer break. In the past, many Course Unions have no record or any idea what happened the previous year because the Executive have left the university. Careful thought and planning by each Course Union will allow for an easy transition. Just hoping that everything works out won't make it happen!



## By-laws

Each Course Union must have its own set of by-laws. These by-laws should:

- 1) *outline the size, responsibilities and election procedure for an Executive,*
- 2) *detail the frequency of general meetings,*
- 3) *include a procedure for making policy decisions (notice of motion, required majority, etc.),*
- 4) *outline the procedure for amending the by-laws.*

Your by-laws are part of your constitution; the rest is ARTICLE VIII of the ASSU Constitution. These rules should always be adhered to and should require at least two-thirds (2/3) majority to amend. No Course Union by-law may be contrary to the ASSU Constitution. **All Course Unions should ensure that a copy of their by-laws/constitution is approved by ASSU and kept on file in the ASSU office.**

## ASSU Council – what it is

While the ASSU Executive and Staff do a great deal of the day-to-day work of the organization, it is ASSU Council who really gives ASSU its sense of direction and purpose. This is where all of the member Course Unions come together to discuss common issues that affect their students, make decisions about collective action, and pass motions to direct the Executive.

The Executive and Staff will do their best to instigate and encourage action and discussion, but it rests on your shoulders as a Course Union representative to add topics to the agenda. Students organize to achieve their collective goals. At Council meetings these goals need to be determined so that they can eventually be realized.

There must be some structure in order to make Council Meeting discussions constructive and successful. ASSU Council Meetings follow Parliamentary Procedure or, more specifically, Bourinot's Rules of Order, the details of which can be found later in the manual (pg 15). Some of the terms with which you should familiarize yourself, however, are the Chair, quorum, motions, voting, and points of order.



As far as voting goes, each Course Union gets two votes at each Council Meeting. These votes can be cast by whoever shows up to represent the Course Union – however the President does have a designated seat, which can be proxied. We encourage Unions to bring as many representatives to meetings as they would like, in an effort to better educate their Executives about the issues of the day, but this does not mean the Union receives additional votes at that meeting. Anyone and everyone that attends, however, is welcome to speak at the Meetings.

Generally, we have Council Meetings once a month. The time between meetings can vary however, when budgets need to be considered or other pressing issues come up. Meetings can be fun, tense, informative, short or long, but are always worthwhile attending (there's almost always food too!).

This year we would like each Course Union to bring as many of their Executives to each meeting and, if possible, everyone to the first one of the year to give people a chance to acquaint themselves with other Union Executives at the beginning of the year. We hope to see you at one soon!





## Tips on Organizing!

### 1. Make frequent contact with your students and maintain an active presence.

To get students involved, they have to know you exist. There are many ways to do this:

- **Class representatives:** some course unions choose to have class representatives to deliver messages directly to the classroom. This can be effective, but it needs to be combined with other methods as well.

- **Social media:** This is very important. Maintaining an active social media presence will boost your ability to directly reach students. In addition to having a FB page and twitter profile, it's good to maintain presences on instagram and reddit. Using these platforms, you can not only advertise your events, but you can also directly talk to your students and find out what concerns they are having. On twitter, make sure you follow many UofT related accounts and on reddit, make sure you are watching the [/r/UofT](#) thread in case there are questions you can answer. **Make sure to advertise these pages and provide them to ASSU - so we can follow them and help promote them as well. :)**

If Course Unions are successfully listed on Ulife, they can request a website, list serve and email account directly on Ulife. The contact for the Groups Officer for Ulife is [groups.officer@utoronto.ca](mailto:groups.officer@utoronto.ca)



## 2. Once you've established communication with your students, get their feedback on issues.

These can be issues with regards to the operation of the course unions but also, it's very important to collect student opinions on things happening in the department and faculty and keep an open ear to the ground. In order for students, to see you as their advocates and their representatives -- they need to feel like they are being heard.

## 3. Establish regular communication with the department.

If you don't already - establish monthly meetings with your department. Departments don't just serve as places to contact to get speakers for academic seminars or meet your prof nights -- they are who you represent students to. At these meetings, it's important to be cordial but also important to bring the problems and issues of students to their attention. It's OK to disagree.



If monthly meetings are not possible, make sure you are frequently communicating at the very least by e-mail on issues that students bring up to you.

## 4. Hold as many general meetings as you can and encourage students to come out to them.

This may be difficult to do, so perhaps try to do 1-2 big ones. These meetings are where motions and policy are set. This can be a great time to discuss issues in the department or bring forward campaign ideas. This is where your students can directly get involved - you should encourage them to come out and also if they want, submit motions for approval at the meeting.

## 5. Actively involve students in campaigns.

Once you get all of that done, if you do choose to run a campaign or are participating in ASSU event - make sure to use all the aforementioned avenues of communication to get students to participate. **Keep them informed.**

These are a few simple tips that should help. If you ever require assistance, do not hesitate to contact the ASSU Executive.

# Course Union Finances

Each Course Union will be allotted up to **\$3500** of regular funding for the entire academic year (not including Special Project Funding). It is up to each Course Union to decide how much they wish to spend on each budget item. Each Course Union will be provided with a "Budget Request Form" near the beginning of each term. Always include a detailed description for your requests. All requests are reviewed by the Budget Review Committee (BRC). The BRC is composed of seven (7) members: two (2) ASSU Executive and five (5) members of the ASSU Council elected at the First Council meeting. No Course Union may have more than one (1) representative on the BRC. The BRC will recommend the disbursement of funds at the meetings in October and February for Council's approval. At this time Course Unions are given the opportunity to discuss all budgets.

Course Unions are required to fill 50% plus one (1) of the seats at the four (4) REGULAR Council Meetings held from September to January. Course Unions have two (2) seats at each Council meeting. The total is eight seats (two [2] seats times four [4] meetings), therefore the minimum number of seats that must be filled is **five (5)**. If this is not met, then second term funding will only be allocated for academic seminars. Each Course Union President has a designated seat at Council and must attend unless a proxy form is filled out.

**Budget Items:** The following are items covered by ASSU grants. If you are unsure whether an item is covered, ask an ASSU staff member. The funding caps on items are based on average Course Union expenses. If slightly more money is requested per line item because of special circumstances (e.g. higher turnout of students at an event), please include a detailed explanation on your Budget Request form.

**academic seminars** - \$150 max per seminar (subject topic about your area of study) – **mandatory each term to receive social funding**

**graduate, career, info, self-help, study sessions** (not considered academic) - \$150 max per seminar

**honoraria/speaker gift** (cannot be given as cash payment) - \$25 max per speaker

**general membership meetings** - \$150 max per meeting (**not** for Executive meetings)

**socializing activities** (socials/film/game nights, etc) - \$1500 per year. The max that can be spent on any one event is \$500. If planning a Pub Night, must also organize a “non-pub/non-alcoholic” social in the same term

**office supplies** (includes bank fees) - \$200 max per year

**journals** - \$700 max per year

- *bulk amount should be spent on **printing** costs of undergrad work published under the CU’s name*

- *up to \$200 can be used for honoraria gift cards for editorial team, at a max of \$25/person*

**advertising/promo material/orientation (e.g. t-shirts/posters/CANVA)** - \$250 max per year

**executive bonding** - \$300 max per year – for Executive to hang out together and get to know each other (no restrictions on where you go, what you do, when you do it)

Socials, like all other events, must be held on the University of Toronto, St. George campus grounds, or at locations nearby **upon approval by ASSU**. All venues must be accessible and accommodate under-aged students. Socials are funded to encourage faculty and student interaction. Therefore, Course Unions are required to extend an invitation to all instructors in their respective departments. Socials must be open to all Faculty of Arts & Science students. If you wish to hold a Pub Night, you must also organize an “non-pub” social event in the same term – so that all students have a chance to socialize.

In line with ASSU’s mandate as an academic student union, Course Unions are **required** to hold at least one (1) academic seminar each term to receive social funding. Academic seminars involve presentations and discussions that pertain to topics relevant to the Course Union’s program. These seminars are generally led by faculty members or other authorities within the relevant area of study. While collaboration between Course Unions is encouraged, **these events do not satisfy social funding requirements**.

Your Course Union is responsible for all monies granted by ASSU. You cannot spend money on any item other than the one for which the funds were granted. For example, the \$150 granted for a seminar cannot be used to pay for an extra general meeting or used if you overspend on any other line item. All money not spent on specific line items are considered ASSU funds and must be returned. ASSU funds cannot be spent on alcoholic beverages except for one (1) social per term and honoraria (i.e. bottle of wine) for guest speakers.

**All ASSU sponsored events must take place on campus, during the weekday, while regular classes are scheduled, and at a time which is convenient for all potential participants. Events taking place off campus require advanced approval of the ASSU Executive/BRC.**

### **Special Project Funding**

Course Unions can also request funding for other types of activities but will have to present arguments justifying the activity within the context of the objectives of ASSU (see ASSU Constitution). **With SPF requests, we expect you will also seek other sources of funding for your event – e.g. from your department.** Failure to comply with

the rules and regulations, for any reason, could result in you and your Executive being personally liable for the funds. More info is available on the ASSU website - <http://assu.ca/course-unions/resources-for-course-unions/>

### **Receipts**

It is essential that you submit all your **original itemized receipts (No Photos)** to ASSU in the prescribed manner. This requirement is the fundamental method of ensuring financial accountability between the Course Unions and the constituents of ASSU. The forms for your receipts are available in the ASSU office. Please note that you will not be issued your grant cheque unless all your receipts are in order. All original receipts will be kept by ASSU; however, it is suggested that you keep photocopies of the receipts before submitting them.

### **Extra Revenue**

ASSU has one of the lowest fee levy on campus and therefore does not have unlimited funds. Many Course Unions raise extra money through such activities as sale of t-shirts, tests, used books, or even bake sales. Also Course Unions can approach their respective departments, the office of the Dean, and the University President's office for donations. These donations must go, usually, for an academic venture outside of normal Course Union activity. The request also should be detailed and include both proposed income and expenditure.

Any revenue that a Course Union receives outside of the ASSU grant must be accounted for. The Course Union, however, may spend the money for anything that benefits their students. The extra funds will not affect your grant from ASSU.

### **Signing Officers**

Each Course Union must have a **minimum** of two (2) signing officers. This is a requirement of both the University and ASSU. Please remember that signing officers are legally liable for any debts, so watch your spending. Course Unions are required to let the office know where your bank account is, and what the account number is. This saves us a great deal of trouble if course union members "disappear" over the summer.

## ASSU Awards

ASSU is still the student organization that collects one of the lowest student fees on campus but grants the most money for bursaries and awards. Aside from the awards/bursaries listed below, we also fund the Undergraduate Research Fund and a Travel Fund (for presenting academic work at conferences).

### **WILLIAM R. GARDNER STUDENT LEADERSHIP AWARD**

ASSU annually awards a scholarship for one (1) full-time undergraduate student enrolled in the Faculty of Arts and Science on the St. George campus. To be eligible you must have a minimum GPA of 1.70, and most importantly, be involved with extra-curricular activities (both on and off campus). The recipient is presented with a plaque and a cheque for \$1,500. There are two (2) runner-up awards of \$750 each - the Office of the Dean generously pays for one of them.

### **GAVIN NOWLAN CAMPUS LEADERSHIP AWARD**

This is awarded to a student who is involved in extra-curricular activities **ONLY** on campus, where they show leadership skills. This award is only open to full-time students in the Faculty of Arts & Science, who are in second year or higher and who have a minimum GPA of 1.7. Applications will be available at the end of November. The winner receives \$1500, with two runner-ups receiving \$750 each.

**ABDULLAH SHIHIPAR CAMPUS LEADERSHIP AWARD (for students receiving OSAP)**

This is awarded to a student who is involved in extra-curricular activities ONLY on campus, where they show leadership skills. This award is only open to full-time students in the Faculty of Arts & Science, who are in second year or higher and who have a minimum GPA of 1.7 and who are receiving OSAP. Applications will be available at the end of November. The winner receives \$1500, with two runner-ups receiving \$750 each.

**IKRAN JAMA AWARD**

A Student leadership award for those who are involved in extra-curricular activities ON or OFF campus. Applicants must be FULL-TIME, A&S students, registered on the St. George campus, in 2nd year or higher, have a minimum GPA of 1.70 and must be currently receiving OSAP/Provincial loans and be a member of a racialized community.

**KATHARINE BALL GRADUATING AWARD FOR COURSE UNIONS**

This is awarded to a graduating student who has been on a Course Union Executive for a minimum of 2 years and has a minimum GPA of 1.7. There are two awards of \$1000 each and six runner-up awards of \$500 each.

**ASSU FIRST YEAR AWARD**

This is awarded to a first-year student who is involved in extra-curricular activities on campus ONLY. This award is only open to full-time students in the Faculty of Arts & Science, who are in first year and who are in financial need and are receiving OSAP. Applications will be available in the second term. There are five (2) awards of \$200 each.

**ASSU GRADUATING STUDENT LEADERSHIP AWARD (endowed)**

This is awarded to a full-time undergraduate student who will be registering in a graduate program in the Faculty of Arts and Science in the following Fall Session. Applicants must demonstrate contributions to the University community. Financial need will also be considered; must demonstrate financial need by qualifying for OSAP for the fall-winter sessions in which the application is made. Minimum GPA for consideration is 3.3.

**ARTS & SCIENCE STUDENTS' UNION ENTRANCE BURSARY (endowed)**

Annually, ASSU awards one (1) first year, Arts & Science student on the basis of financial need.

**ALI SAEED MEMORIAL AWARD**

This award was established in memory of Ali Saeed (1992-2014) - an international student from Pakistan studying Political Science, who was a dedicated collaborator in the work ASSU did over the 2013-2014 academic year. This is awarded to a full-time international undergraduate student in the Faculty of Arts and Science, who is in their second year or higher, with a minimum 3.0 GPA, who demonstrates academic excellence and outstanding campus/extra-curricular leadership.

**URMILA (UMA) SARKAR SERVICE AWARD**

Annually, ASSU awards a member of the university community for their service, above and beyond their regular duties, to students in the Faculty of Arts & Science.

**SANJEEV DEWETT COURSE UNION OF THE YEAR AWARD**

Annually, ASSU awards one of its Course Unions for their outstanding work with students and their respective Department.

**RANJINI (RINI) GHOSH EXCELLENCE IN TEACHING AWARD**

Annually, ASSU awards a teaching award to an instructor in the Faculty of Arts & Science in recognition of their outstanding teaching abilities.

**TERRY BUCKLAND AWARD FOR DIVERSITY & EQUITY IN EDUCATION**

Annually, ASSU awards a member of the university community for their commitment to promoting equity and diversity within the Faculty of Arts & Science. This award was named after Terry Buckland - the former, long-time ASSU Executive Assistant. Terry spent his life fighting for students' rights and was a firm believer of accessible and equitable education.

**CARL G. AMRHEIN BURSARY**

Annually, ASSU awards a full-time Arts & Science student, in 2<sup>nd</sup> year or higher a \$ 1,500.00 bursary based on financial need and academic merit.

**ASSU-DEAN, FACULTY OF ARTS & SCIENCE BURSARY**

Annually, ASSU and the Dean's Office award a full-time Arts & Science student, in 2<sup>nd</sup> year or higher, a \$ 2,000.00 bursary based on financial need and academic merit.

**ARTS & SCIENCE STUDENTS' UNION BURSARY**

Annually, ASSU awards a full-time, Arts & Science 2<sup>nd</sup> year students a \$ 1,500.00 bursary based on financial need and academic merit.

**JANE SETO BURSARY**

Annually, ASSU awards a full-time, 3<sup>rd</sup> year Arts & Science students a \$ 1,500.00 bursary based on financial need and academic merit.

**ASSU 4<sup>TH</sup> YEAR BURSARY**

Annually, ASSU awards a full-time, 4<sup>th</sup> year Arts & Science students a \$ 1,500.00 bursary based on financial need and academic merit.

## Student Government

ASSU is the largest faculty-level students' union in Canada and the second largest students' union overall at the University of Toronto. However, the 28,000+ Faculty of Arts and Science students represented by ASSU are also represented by the University of Toronto Students' Union (UTSU). Students enrolled in the University's graduate programs belong to the Graduate Students' Union (GSU).

**University of Toronto Students' Union (UTSU)**

As a full-time undergraduate at the University of Toronto you belong to the largest students' union at U of T but also the largest student organization in Canada, the Canadian Federation of Students. The UTSU represents nearly 40,000 full-time undergraduate students in both Arts and Science and the professional faculties such as Law, Medicine and Engineering. In addition to providing cost-saving services and inclusive and diverse event programming, the UTSU advocates on behalf of its students at the University's central administration level, as well as at the municipal, provincial and federal government levels. The union is governed by its Board of Directors, to which individual students are elected by the union's members (i.e. the student body) from each of the divisions it represents. Currently, Arts and Science students are represented on the Board by two Arts and Science At-Large directors as well as directors from the College to which they belong. The union's board structure is currently under review and students are encouraged to participate in the consultation process that will result in a new Board structure in the coming years.



The union's leadership are members of its six-person Executive Committee, composed of a President (spokesperson) and five Vice-Presidents each responsible for the following portfolios; Equity, Internal and Services, External, University Affairs, and Campus Life. The President and four of the Vice-Presidents are elected



by the union's membership during regular spring elections, while the Vice-President Campus Life is hired by the Executive Committee each year. The Executive Committee is responsible for the Union's five commissions (Equity and Social Justice, Campus Life, Community Action, Academic and Student Rights, and Sustainability) which are open to any union member.

Annual General Meetings are an opportunity for students to debate, propose and vote on motions that direct the Union's function.

Each of the faculties have a student society which represent students to each faculty's administration; ASSU is that society for Arts and Science students. ASSU's members are also represented by their college societies which work with college administration to provide orientation and other programming.

### **Association of Part-time Undergraduate Students**

All undergraduate students who are taking less than 3.0 FCEs (except for those registered with Accessibility Services) are members of APUS. APUS functions in a very similar way as the UTSU and is also a member of the Canadian Federation of Students.



### **Graduate Students' Union**




All graduate students at the University of Toronto are members of its Graduate Students' Union. The GSU provides services, event programming, and advocates to the University on behalf of its students. The organizational structure of the GSU is similar to ASSU's in that its General Council is composed of representatives from each of the graduate-level course unions.



There are also college councils which handle matters pertaining to life at your college. These include: the Woodsworth College Students' Association, the Innis College Student Society, the Trinity College Meeting, the St. Michael's College Student Union, the University College Literary and Athletic Society, the Victoria University Students' Administrative Council and the New College Student Council.

## Parliamentary Procedure

Parliamentary Procedure or Rules of Order are absolutely necessary for efficient meetings. They are designed to:

-  keep procedure orderly
-  protect the rights of the individual and of minorities
-  enable the majority to get things accomplished

ASSU uses the procedure that is outlined in our Constitution and follows Bourinot's Rules of Order.

It is important to know some basic parliamentary language and procedure.

**CHAIR** - The Chair is the focal point of the meeting; all questions and comments must be addressed to the Chair at all times. No one may speak until recognized by the Chair. At ASSU, the Chair has no vote.

**QUORUM** - A quorum is a certain fixed percentage of active members who must be present before business can be transacted. ASSU Council requires thirty percent (20%) of Council members, or twenty (20) members, whichever is less, to be present (quorum).

**MOTIONS** - There are many types of motions and only the most common will be discussed here. All motions must be moved and seconded by members of Council as outlined in the Constitution.

**MAIN MOTION** - Object to decide on a matter by members voting

Rules: (a) Motion is out of order if:

- ✚ another motion is already on the floor
- ✚ it does not pertain to the business at hand
- ✚ it conflicts with the Constitution and by-laws

(b) All discussions must pertain to the motion on the floor

(c) A main motion may be amended, tabled or referred to a committee for further study.

MOTION TO AMEND - Object: to modify a main motion that is before the meeting

Rules: (a) When an amendment is moved and seconded, debate is restricted to the amendment.

(b) An amendment may be tabled but it takes with it the main motion.

(c) If the amendment is carried, debate continues on the main motion as amended.

(d) If the amendment is defeated, debate continues on the main motion.

(e) An amendment which reverses the sense or intent of the main motion is out of order.

(f) An amendment may be amended (sub-amendment) but no further amendments may be made until the sub-amendment has been dealt with.

MOTION TO TABLE - Object: to put a motion aside.

Rules: (a) This motion is in order at any time.

(b) It is not debatable.

MOTION TO CLOSE DEBATE (Previous Question) - Object: to stop debate and bring the matter to a vote.

Rules: (a) Applies to any debatable question.

(b) It is not debatable.

(c) It may not be made by anyone who has already spoken on the motion.

(d) The motion requires a two-thirds (2/3) majority vote.

MOTION TO ADJOURN - Object: to bring the meeting to a close

Rules: (a) Motion is out of order when:

- (i) another member is speaking
- (ii) a similar motion has been defeated

(b) It is not debatable.

(c) May be introduced when another question is on the floor.

NOTICE OF MOTION - Any motion must be submitted to the ASSU office no later than two (2) weeks prior to the meeting where it will be discussed.

Any motion may be made without notice upon the affirmative vote of two-thirds (2/3) of the members present and voting.

**POINT OF ORDER** - If a member is convinced that the rules of order, or the Constitution are being disregarded, the member may interrupt by rising and saying "Mr./Madam Chair, I rise on a point of order." The Chair will ask, "State your point." The member then explains what is out of order and why. If the Chair agrees, s/he will say, "Your point is well taken", and do whatever is necessary to correct the error. If the Chair thinks the member is wrong, s/he will say, "Your point is not well taken", then drop the matter. If the member thinks the Chair is wrong s/he can rise and say "I appeal the decision of the Chair". If the appeal is seconded, the matter is immediately put to a vote. A simple majority is required.

**VOTING** - Members can vote *in favour*, *against* or *abstain*. Abstaining means simply that your vote (or really non-vote) is not recorded and is not counted in the final outcome.

## Guide to Elections:

All course unions must have elections in which their membership can elect their executive team. Elections must be held while classes are in session (so, between the start of classes and the end of classes and not during the exam period). Some Course Unions hold elections during a general meeting – where students state their intent for a position, give a speech, answer some questions and then there is a vote. For those who wish to run Formal Elections (nomination forms, nomination period, campaign period, etc) – below are some suggested guidelines on how to run your elections efficiently. *These are only guidelines to help you through the process – your constitution should be what you follow first and foremost.*

### Elections Officials

Your constitution should prescribe the process for picking a CRO, or Chief Returning Officer. It is the job of the CRO to make sure that the election runs smoothly, democratically and fairly. They administer the election and deal with complaints. Ideally, the person designated as a CRO should not be from the existing executive.

### Eligibility for Office

Anybody who is a member of your Course Union should be able to vote and run in your election – for **any of the positions, including President**. All positions must be up for election and **all** members should be eligible to run for them. You cannot restrict any of these positions for any reason. **A member is defined by ASSU as being a full-time, undergraduate A&S student enrolled in that program (either as a major, minor or a specialist) or taking any course that is part of the program.**

### Nominations and Campaigning

There should be a time period in which nominations for positions will be accepted. This date should be advertised, along with the date of the election in a reasonable time beforehand (min 2 weeks). There should be a campaign period in which candidates are allowed to campaign. What is deemed to be proper conduct during the campaign period is at the discretion of your constitution and CRO. You may choose to publish candidate statements online, outside your office or you may allow candidates to give a speech at a general meeting. It is up to you.

### Voting

This can be done many ways - online or in person, or both. If you choose to do voting during a general meeting, or at a polling station, ensure that everyone signs the Attendance/Voting Sheet - indicating their name, student number, courses/program enrolled in - before they cast a ballot. **This is so the program status of the students can be verified by the department afterwards.** You may choose to have time for speeches before this. Ensure that the process remains orderly and that the anonymity of the vote is respected. Afterwards, the CRO may count

the ballots in a private location and announce the results. Candidates, if they choose to are entitled to a scrutineer to observe the ballot counting process.

**Online:** Online voting can be used, however, whatever system is used must both respect the anonymity of the vote and ensure that voters are eligible – their program status must be determined. The office of Student Life has an online system that does both and is easy to set up. For more information, see this link: <https://studentlife.utoronto.ca/service/u-elect-elections-and-referenda-for-student-societies/>

Or you can have a combination of in person and online voting. In this case, it is recommended that a laptop be set up to allow students to vote online to prevent duplicate ballots.

And that's it, you have run a successful election! As always, if you have any questions do not hesitate to contact the ASSU office. These are merely guidelines and if you choose to do things differently that is still in accordance with your constitution, that's fine. 😊

# Sustainability Policy

## Sustainability Policy

**Section 1:** The Course Union shall acknowledge its responsibility towards the environment, and thus adopt a comprehensive environmental policy into their constitution. Accordingly, this policy reflects the desire to:

- a) The desire to reduce or fully eliminate any damage to the environment.
- b) The importance of reducing the negative impact on climate change.
- c) The respect for all spectrums of life: humans and nonhumans, animal, plants, species, and ecological systems.
- d) Aldo Leopold's land ethic of the maintenance of the "integrity, stability, and beauty of the biotic community

## **Section 2:** Office Supplies

- a) Consider placing a "Good One Side" bins beside every photocopier and printer in the office to enable the reuse of partially consumed paper
- b) Where possible, print all documents including external and administrative communications on both sides of the paper that is 100% post-consumer recycled content, Forest Stewardship Council (SFC) certification, or comparable alternative
- c) Where technology permits, set double-sided printing (duplexing) as the default for all computers, printers and photocopiers

## **Section 3:** Reduction of Waste

- a) For events and in offices, encourage the use of UofT's Recycling Bins.
- b) Where possible, purchase environmentally friendly products for their office supplies
- c) When printing advertisement, be mindful of how many copies you actually need - ask for a small number first - ASSU can always print more as needed.

## **Section 4:** Plastic Bottles

- a) The Course Union shall collaborate with the University of Toronto's ban of the sale of plastic water bottles by not providing any plastic bottled beverages during events. This includes, but is not limited to, the distribution of bottled beverages as promotional material during Club's Day, Street Fair, and ASSU Day.

# UofT Student Life Recognition

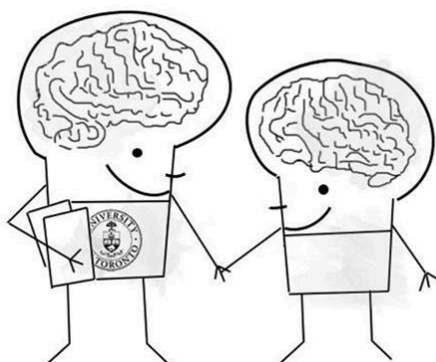
It is important to update your contact with the **UofT Student Life** (<https://studentlife.utoronto.ca>) – through this recognition, Course Unions have access to booking free rooms for their events. Try asking last year's President to login and update your account with the new contact info or contact the Groups Officer directly and ask for their help – [groups.officer@utoronto.ca](mailto:groups.officer@utoronto.ca) or 416.946.7780.

<https://sop.utoronto.ca/group-leader-resources/#renewrecognition> – for more info on updating contact info

**Student Organization Portal** - <https://sop.utoronto.ca/>

**Booking Classrooms** - <https://campusevents.utoronto.ca/student-bookings> - only main contacts with Student Life can login and book using this portal.

## Project: Universal Minds



project

## universal minds

we're looking for dedicated students  
to be tutors to struggling students in  
local high schools.

- minimum (1) hour a week commitment
- you get a certificate from the Faculty recognizing your efforts.



interested? visit [assu.ca](https://assu.ca)



# ASSU BOARD GAMES:

ASSU owns the following board games that Course Unions can sign out for their Games Nights. A student card must be left in the office for the games.

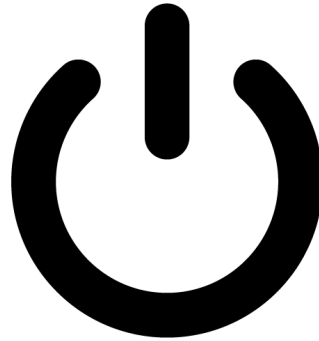
Apples to Apples  
Anomia  
Balderdash  
Blokus  
Boggle  
Cards Against Humanity  
Clue  
Cranium  
Dixit  
Exploding Kittens  
Guesstures  
Headbanz  
Jenga  
Killer Bunnies

Last Word  
Mad Gab  
Monopoly  
Pictionary  
Power Grid  
Risk  
Scattergories  
Scrabble  
Settlers of Catan  
Sorry  
Taboo  
Telestrations  
Ticket to Ride

Twister  
Uno  
What do you Meme?

Playing Cards  
Poker Chips

student

**Contact Information:**

100 St. George Street, Room 1068  
Sidney Smith Hall  
416.978.4903

[students.assu@utoronto.ca](mailto:students.assu@utoronto.ca)

[www.assu.ca](http://www.assu.ca)

[https://www.instagram.com/assu\\_uoft/](https://www.instagram.com/assu_uoft/)

<https://www.facebook.com/assu.uoft/>