
POLICIES AND PROCEDURES

TST Advanced Degree Students' Association

Ratified: October 1, 2007
Revised: January 11, 2008
Revised: January 30, 2009
Revised: April 3, 2014

A. Policies and Procedures for ADSA Purpose (Constitutional Section 2)

A.1 ADSA understands its operations as being primarily oriented towards the academic and professional development of its members. It seeks to:

- promote scholarly networking among students with similar or cross-disciplinary interests;
- encourage members' participation into the academic world of presenting and publishing;
- emphasize the importance of professional development opportunities, especially related to research and teaching;
- facilitate its members' transition to other graduate schools and the job market; and
- in particular, advocate for greater commitment to and action on the above goals by TST and its members colleges.

A.2 ADSA seeks to fulfil these professional development goals through its activities:

A.2.1 *Professional Development Seminars*. Important topics for ADSA members include:

- how to get published;
- professional associations and how to make the most of them;
- CV's and teaching dossiers;
- biblical language software;
- applying for fellowships (OGS / SSHRC);
- general teaching skills;
- course design and syllabi;
- teaching and the use of technology;
- the job interview process;
- dealing with difficult students (including legal issues, harassment, etc.);
- applying for doctoral programs.

A.2.2 *Works and Wine*, a forum where ADSA members can present their research and receive feedback from their colleagues. A multi-disciplinary approach is particularly encouraged.

A.2.3 Support of TST discipline-specific seminars and conferences, especially if they are student led and encourage the academic participation of ADSA members.

A.2.4 Three travel bursaries of \$200 each offered twice a year to deserving ADSA members who will

be presenting or responding to papers, or interviewing for jobs outside of Ontario, and who do not have any other external funding sources for the conference.

A.2.5 Maintenance of an ADSA website to:

- inform students of ADSA and TST events;
- inform and discuss issues being addressed by the ADSA and/or the TST;
- publish announcements about conferences, events, lectures, etc. at TST colleges and of interest to AD students; and
- share information on academic resources and professional development.

A.2.6 Annual orientation letter of welcome and ADSA brochure to introduce new ADSA members to their association and its activities.

A.2.7 ADSA also encourages its members' use of University of Toronto professional resources, including: career guidance, teaching and research skills, English writing skills, programs to introduce new software and technologies.

B. Policies and Procedures for Membership Fees (Constitutional Section 3.5)

B.1 The amount of the levy will be variegated between part-time and full-time students.

B.2 The fee will be collected by TST through the University of Toronto.

B.3 The Treasurer is responsible for collecting the monies from TST.

B.4 When necessary, the ADSA Board can move to increase the annual student levy by two-thirds majority vote.

B.5 After ADSA Board approval, any increase to the student levy must be approved by referendum with a two-thirds majority vote of the general ADSA membership.

B.6 The President is responsible for informing the colleges, via the TST Director, of any changes to the membership fees.

C. Policies and Procedures for the ADSA Board (Constitution Section 4)

C.1 Board members are generally elected for two years.

C.1.1 Any member elected for two years may announce they will step down after one year, creating a vacancy to be filled by the regular nomination and election process. They may run for another position in the election, and their successor may sit for the full two year term.

C.1.2 The Vice-President Internal (4.3) is appointed to the Executive for one year.

C.2 Appointments to fill vacancies between elections must take place at regular Board or General meetings.

C.2.1 Board members must be nominated to be the Vice-President Internal or fill other Executive vacancies (4.6). Executives may be nominated, but must resign their other position if chosen. If

more than one Board member is interested, the Board will choose between them by secret ballot.

C.2.2 Any AD student (including Board members) from the appropriate college, department, or program may be nominated to fill a non-Executive vacancy (4.7). If more than one candidate is interested, the Board will choose between them.

C.3 Members are expected to attend all the meetings required by their role.

C.3.1 When a member knows they will be absent from a meeting, they will notify the chair or secretary of the committee. If it is an external committee, they will also notify the ADSA President, who will find another member to attend in accordance with their duties, as defined in these Policies and Procedures and summarized in the following chart:

TST Committee	Student Representative(s)	Alternate(s)
Board of Trustees	President	VP External
Academic Council	VP Academic, VP Internal (when no basic degree student)	President, VP External, or VP Internal
AD or Graduate Council	Department and Program Reps	VP Academic, VP Internal, or President
Curriculum Committee	Department and Program Reps	VP Academic or VP Internal
Conferences & Lectures	VP Conferences	Treasurer
Library Committee	Library Committee Rep	Secretary

C.3.2 The unannounced absence of a member from two or more meetings of the Board, Executive, and/or any external committee(s) in a year will be cause for an immediate removal motion.

C.4 Board members may be removed for excessive absence, even when announced, or other serious failures to fulfill their duties.

C.4.1 Executives and Officers have a particular responsibility to keep the confidence of the Board. Any two Board members may move to remove an Executive or Officer by secret ballot. An impartial Board member will chair the debate and count the ballots, but not vote. If three-fifths of the sitting Board members (normally 11 out of 19) vote to remove the named Executive or Officer, the position will be declared vacant. The motion to remove and the result of the vote will be recorded in the minutes.

C.4.2 Other Board members may be removed by the same procedure, except that two-thirds of the sitting Board members (normally 13 out of 19) must vote for removal.

D. Duties of ADSA Board Members (Constitution Section 4.5)

D.1 President

D.1.1 Will chair all ADSA meetings.

D.1.2 Will set the agenda, date, time, and location for meetings in consultation with the Board.

D.1.3 Will appoint Board members to sit on TST committees with student representation in accordance with their duties, as defined in these Policies and Procedures.

D.1.4 Will be the principal liaison between the ADSA and the TST Director, communicating regularly to relay student questions and concerns.

D.1.5 Will sit on the TST Board of Trustees as an invited guest, attending all regular meetings (normally 4-5/year), briefing the ADSA Board on issues affecting students, and applying to present student feedback to the TST Board.

D.1.6 Will attend meetings of the Academic, Advanced Degree, or Graduate Councils as needed.

D.1.7 Will welcome new students and introduce them to the ADSA and its activities at TST's annual orientation.

D.1.8 May have cheque-signing authority along with the Treasurer.

D.1.9 Will summarize the ADSA's past year of activities at the AGM and prepare a report to be posted online and shared with TST.

D.2 Vice-President External

D.2.1 Will be the principal liaison between the ADSA and the University of Toronto student unions, meeting with TST's UTSU representative (if any) twice a year, meeting with a representative from the UTGSU twice a year, and attending UTSU and UTGSU General Meetings, normally in the fall term.

D.2.2 Will meet with University of Toronto administration and staff as needed to better understand and improve TST student access to university services.

D.2.3 Will work with the VP Internal and other Board members to inform TST students about their representation in university student politics and access to university services.

D.2.4 Will be the principal liaison between the ADSA and students at affiliated schools, especially ICS.

D.2.5 Will attend meetings of the Board of Trustees or Academic Council as needed.

D.2.6 Will chair ADSA meetings in the absence of the President.

D.2.7 Will be the parliamentarian and assist in procedural disputes.

D.3 Vice-President Academic

D.3.1 Will be the principal liaison between the ADSA and the TST Director of Graduate Studies.

D.3.2 Will sit on the Academic Council, attending all regular meetings (normally 4-5/year), reporting matters discussed to the ADSA for input and relaying student feedback back to Academic Council.

D.3.3 Will attend meetings of the Advanced Degree or Graduate Council and Curriculum Committee as needed, reporting matters discussed to the ADSA for input and relaying student feedback back to the Council or Committee.

D.3.4 Will meet with ADC, Department, and Program representatives (including if possible outgoing representatives) after each election to schedule service on the Advanced Degree or Graduate Council and Curriculum Committee, orient new members, and help ensure continuity in representation.

D.3.5 Will assist the Department and Program representatives and other Board members in gaining an understanding of the issues faced by students through polls, public meetings, and social media.

D.4 Vice-President Internal

D.4.1 Will work with the college representatives to build relationships between colleges and improve communication with college student associations, councils, and leaders.

D.4.2 Will meet with the leaders of all the college student associations and councils once a year, either individually or collectively, with the relevant college representatives, TST's UTSU rep (if any), and other Board members as needed.

D.4.3 Will remind basic degree student leaders about their representation on the TST Academic and Basic Degree Councils, their right to run for a seat on the UTSU Board of Directors, and their access to university services.

D.4.4 Will sit on the Academic Council when the second student seat is not claimed by a basic degree student, attending all regular meetings (normally 4-5/year), relaying basic degree student concerns, and supplementing the VP Academic's advocacy for advanced degree students.

D.4.5 Will attend meetings of the Academic, Advanced Degree, or Graduate Councils as needed.

D.4.6 Will help oversee elections, recommending Board members to serve as the Chief Returning Officer (E.1) and convening meetings of students in a particular college or department as necessary.

D.5 Vice-President Conferences

D.5.1 Will sit on the Conferences and Lectures Committee, attending all regular meetings (normally 4-5/year), reporting matters discussed to the ADSA for input and relaying student feedback back to the Committee.

D.5.2 Will begin and lead planning for an ADSA conference each year, setting and announcing the conference date, call for papers, and submission deadline in consultation with the Board; accepting paper and panel proposals; and preparing them for blind review by a small group of Board members.

D.5.3 Will work with the Treasurer to apply for conference funding, prepare a budget for the conference, and track conference expenses; may also have cheque-signing authority.

D.5.4 Will share responsibility for other conference tasks with all Board members.

D.6 Treasurer

D.6.1 Will be responsible for ADSA bank account(s) and have cheque-signing authority.

D.6.2 Will record all expenditures and income.

D.6.3 Will prepare a brief financial report for every Board meeting (report may be oral).

D.6.4 Will prepare a financial statement for the year just completed and a preliminary projected budget for the following year at the AGM in April.

D.6.5 Will present a revised budget for approval at the November Board meeting.

D.6.6 Will prepare a detailed financial statement for the first meeting of the ADSA Board at the beginning of the academic year.

D.6.7 Will ensure the annual student levy is collected from member colleges, TST, and affiliated schools as applicable.

D.6.8 Will attend meetings of the Conferences and Lectures Committee in place of the VP Conferences as needed.

D.6.9 Will announce and accept applications for travel bursaries according to criteria approved by the Board.

D.7 Secretary

D.7.1 Will confirm the date, time, location, and agenda for all meetings is publicly announced in advance.

D.7.2 Will record the minutes for all ADSA meetings, including attendance at Board meetings.

D.7.3 Will present the minutes of each meeting for approval at the next meeting.

D.7.4 Will archive all approved ADSA agendas, budgets, minutes, and reports online.

D.7.5 Will attend meetings of the Library Committee in place of the Library Committee representative as needed.

D.7.6 Will confirm access to the TST Governance Blackboard and control of official ADSA websites, social media, and e-mail accounts is transferred between outgoing and incoming Executives.

D.8 College Representatives

D.8.1 Will report issues pertaining to AD students at their college at each ADSA meeting.

D.8.2 Will post relevant college announcements on the ADSA website or social media page, such as upcoming events, student accomplishments, publications, job openings, dissertation defences, etc.

D.8.3 Will represent the ADSA at their college orientation.

D.8.4 Will be the principal liaison between their college and the ADSA.

D.8.5 Will meet with members of their college's student association(s) or council(s) individually

or with the VP Internal as needed.

D.9 Department and Program Representatives

D.9.1 Will report issues pertaining to AD students in their department or program at each ADSA meeting.

D.9.2 Will represent student concerns in meetings pertaining to their department or program. This may require gaining an understanding of the issues faced by students in their department or program through polls, public meetings, and social media.

D.9.3 Will be the principal liaison between the ADSA and the chair of the department or director of the program, as applicable.

D.9.4 Will share responsibility for sitting on the Advanced Degree or Graduate Council and Curriculum Committee with the VP Academic and other Department and Program representatives and will, when sitting, attend all regular meetings (normally 4-5/year), report matters discussed to the ADSA Board for input, and relay student feedback back to the Council or Committee.

D.10 Library Committee Rep

D.10.1 Will be the advanced degree student representative on the Library Committee, attending all regular meetings (normally 4/year) and participating in listserv discussions.

D.10.2 Will report important information, debates, and decisions from Library Committee meetings to the ADSA Board for student input.

D.10.3 Will ensure student concerns about library services and collections are represented to the Library Committee.

D.11 Officers

D.11.1 Along with the Chief Returning Officer (E.1), the Board may appoint an officer to advertise ADSA events, seminars, and meetings; announce relevant calls for papers, conferences, and job openings; catalogue and post ADSA documents and records; conduct polls or surveys; develop the ADSA website and social media pages; edit a student blog, journal, or newsletter; inform students about ADSA, TST, and university activities and services; and/or prepare brochures, posters, and reports.

D.11.2 The Board will set the exact duties, compensation, length of service, and title for any such position before asking for nominations. If more than one candidate is interested, the Board will choose between them.

D.11.3 Officers who are not already Board members will attend Board meetings but may not vote or attend external committee meetings in place of Board members.

E. Policies and Procedures for ADSA Elections

E.1 Chief Returning Officer

E.1.1 Upon the recommendation of the Vice-President Internal, a member of the ADSA Board

who is not seeking an elected position is appointed yearly to serve as Chief Returning Officer (hereafter CRO).

E.1.1.1 The Vice-President Internal may serve as CRO if not seeking an elected position.

E.1.2 The CRO is responsible to administer elections in accordance with the ADSA policies and procedures.

E.2 College elections

E.2.1 College elections will be administered by the CRO, with voting limited to the members of the individual colleges. The Vice-President Internal may convene a meeting of advanced degree students of a college for the purpose of electing a representative.

E.2.2 The college elections may take place in the fall.

E.3 Department and Program elections

E.3.1 Department and program elections will be administered by the CRO, with voting limited to the members of the individual departments or programs. The Vice-President Internal may convene a meeting of advanced degree students of a department or program for the purpose of electing a representative.

E.3.2 Elections for program representatives may take place in the fall.

E.4 ADSA Elections

E.3.1 Any advanced degree student interested in running for a position must nominate him/herself for the positions outlined in the constitution, section 4.2.

E.3.2 All nominations must be accompanied by the endorsement of two other advanced degree students.

E.3.3 Nominations must be submitted to the CRO by the second Friday of March.

E.3.4 Any student nominated to departmental or D.Min. committees must be a student of the respective department.

E.3.5 Any student nominated as college representative must be a student of the respective college.

E.3.6 If there is one nomination in any given position, that person will be acclaimed the winner at the AGM.

E.3.7 In the event that more than one student is nominated for a single position, the following procedure will be adhered to:

E.3.7.1 An election will be conducted before the April AGM with the documented results announced during the AGM.

E.3.7.2 The election campaign will be one week long, where each candidate may:

- post one message to the TST students listserv regarding their candidacy, which will be posted on the ADSA website for one week;
- put a reasonable number of posters up at colleges, through approved channels, and take them down after the election.

E.3.7.3 No campaign literature may be distributed on the election day.

E.3.7.4 The election is usually held electronically through the use of online survey software. Voters will have to declare their status as legitimate ADSA members, that is, current TST advanced degree students, before they are allowed to vote. The CRO, with the help of an impartial assistant, will verify their status with the TST registrar.

E.3.7.5 Every advanced degree student is entitled to one vote.

E.3.7.6 In the case of electronic voting, votes will be counted automatically by the online software.

E.3.7.7 The person receiving the most votes will be declared the winner.

E.3.7.8 In the event of a tie, the winner will be determined by a coin toss.

F. Policies and Procedures for ADSA Meetings

F.1 ADSA Board Meetings

F.1.1 The ADSA Board will normally meet each month during the school year.

F.1.2 The dates and times of these meetings will be established at the beginning of each term.

F.1.3 Extraordinary meetings may be called by the President if needed on three days notice.

F.1.5 The President, together with other members of the ADSA Executive, will establish the agenda.

F.1.6 The ADSA Board will meet at least once over the summer.

F.2 ADSA General Meetings

F.2.1 An annual general meeting (hereafter AGM) for all Advanced Degree students will be held in April of every year.

F.2.1.1 The Board will determine the location of the meeting at least two months prior to the AGM.

F.2.1.2 The AGM must take place at a member college or in the TST building.

F.2.1.3 The Treasurer will present for information a financial statement for the year just completed and a preliminary projected budget for the following year.

F.2.1.4 The CRO will present the newly elected members of the ADSA Board.

F.2.1.5 Any major policy decisions ratified throughout the year by ADSA will also be presented.

F.2.2 When deemed necessary, other general meetings may be called by the ADSA Executive or the ADSA Board with fourteen days notice.

F.3 Meeting Attendance

F.3.1 All ADSA members may attend any meeting. Non-members of the Board may address any Board meetings if they have requested to be put on the agenda.

F.3.1.1 At the discretion of the ADSA Board, a portion of a Board meeting may be held *in camera*.

F.3.2 To ensure and enhance participation in the general meetings, the agenda, material for discussion and voting procedures will be circulated widely prior to the meeting and facilitated through any legitimate means of communication.

F.3.3 Any necessary policy voting procedures will be administered by the Vice-President External.

F.4 Meeting Procedures

F.4.1 The ADSA Board works at achieving consensus in all its Board and General meetings.

F.4.2 If consensus is not achieved, *Roberts' Rules of Order* will be followed.

F.4.3 Each elected Board member carries one vote in the Board meetings.

F.4.4 Each ADSA member carries one vote in the General meetings.

F.4.5 All Board and General meeting minutes will be publicized on the ADSA website.

F.4.6 The use of electronic media, including the ADSA website, ADSA email listserv and online survey tools must be encouraged to facilitate communication with and participation of ADSA members at the General meetings, and to make smooth the running of ongoing Board business and communication.

F.4.7 Policy decisions that require a general meeting, such as ratifying constitutional amendments or levy increases, may also be made at the discretion of the Board through electronic means. Any policy voting can be held through online survey software to enhance general membership participation.

F.4.8 The results of any such voting procedures will be publicized through the ADSA website, via email and through any other means deemed necessary by the Board.

F.4.9 Other procedures and practices not in conflict with the constitution and policies and procedures may be established by the ADSA Board.

F.5 Budget Procedures

F.5.1 A proposed budget shall be approved annually by the ADSA Board and publicized on the ADSA website.

F.5.2 Spending decisions which vary significantly from the proposed budget shall be recorded in the Board meeting minutes.

F.6 All ADSA documentation, including meeting minutes, budgets, promotional literature, and others is to be filed in the archives at the ADSA office.

G. Amendments to Policies and Procedures

G.1 Review of the policies and procedures may take place at the discretion of the ADSA Board.

G.2 All amendments must be ratified by two-thirds majority of the ADSA Board.