

MISCONDUCT POLICY



SOCIETY
OF ARTS
SOCIAL SCIENCES
& HUMANITIES

Amended on September 27th, 2024

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Article 1.0: General Information

Preamble: The Society of Arts, Social Sciences and Humanities (“SASSH”) serves as the voice of Faculty of Arts students by promoting their abilities and interests, both within and beyond Toronto Metropolitan University and to unite all undergraduate students within the Faculty of Arts. The SASSH Board of Directors is comprised of Executive Officers and one (1) Director from each of the Faculty of Arts programs. All members of the SASSH Board of Directors are accountable for upholding all of their duties and responsibilities.

1.1 For the scope of this policy, the SASSH Board of Directors (both Executive Officers and Directors) will be individually referred to as a “Board Member”

Article 2.0: Board Misconduct

2.1 Grounds for disciplinary procedures can be initiated by, or formally filed to the Manager, Student and Alumni Experience and Engagement on the following misconduct that includes, but is not limited to:

2.1.1 A violation of the SASSH Constitution, By-Laws, policies, regulations, or decisions facilitated by the Board of the current term.

2.1.2 Inappropriate behaviours as defined by the Ontario Human Rights Code, the SASSH and Toronto Metropolitan University (“University”) criteria, policies, and procedures.

2.1.3 Consistent non-performance of duties, responsibilities or a general inability to meet expectations of a Board Member’s respective role.

2.1.4 Misappropriation, falsification or forgery of any monetary record, or negligence of the SASSH funds and resources.

2.1.5 Violating the SASSH’s principles of Equity, Diversity and Inclusion (EDI), and Accessibility as mandated by the IDEA (Inclusion, Diversity, Equity, and Accessibility) Incubator, which challenges the intersectional interests of students (see Article 2.4.5 of the SASSH By-Laws)

2.1.6 Actions that do not conform with the best ethical interests of the SASSH

2.2 Board Meeting Attendance

2.2.1 Board members are responsible for attending all Board Meetings.

2.2.2 Missing two (2) Board Meetings will result in a meeting and formal warning from the Manager, Student and Alumni Experience and Engagement.

2.2.2.1 The Board Member will be asked to sign a letter that acknowledges the meeting and formal warning.

2.2.3 Missing three (3) Board Meetings will result in disciplinary action from the Manager, Student Relations, which can include engaging in steps towards the Board Member's formal resignation (see Article 3.2: Removal from Office).

2.3 Funding Meeting Attendance

2.3.1 Directors are responsible for attending all Funding Meetings as outlined by the Vice-President, Finance.

2.3.2 Consistent non-attendance of Funding Meetings will result in a formal complaint initiated by the Vice-President, Finance to the Manager, Student and Alumni Experience and Engagement, which can result in further disciplinary action.

2.4 Misspent Funds

2.4.1 If a Board Member misspends SASSH funds, they are required to repay the amount immediately.

2.4.1.1 In the case that a member is unable to repay the funds owed, they are required to orchestrate a repayment plan with the Manager, Student and Alumni Experience and Engagement and University Officials.

2.4.2 Misspent SASSH funds by a Board Member can result in disciplinary action initiated by the Manager, Student and Alumni Experience and Engagement, which can include engaging in steps towards the Board Member's formal resignation (see Article 3.2: Removal From Office)

2.4.2.1 The Manager, Student and Alumni Experience and Engagement, President, and Vice-President, Finance can consult with the Board on disciplinary actions to address the misspent funds.

Article 3.0: Committee Member Misconduct

3.1 Disciplinary action can be initiated against SASSH Committee Members as decided by the Chairs of the corresponding Executive portfolio and/or the President of the SASSH on the following misconduct including, but not limited to;

3.1.1 Failure to attend meetings organized by the Chair(s) of the Committee.

3.1.1.1 Required attendance for meetings shall be sixty-six percent (66%), with the discretion of the Chairs of the Committee.

3.1.1.1.1 For instance, if there were six (6) meetings over the span of two (2) months, the minimum meeting attendance would be four (4). This includes Committee wide meetings and one-on-one meetings with the Chairs.

3.1.2 Inappropriate behaviours as defined by the Ontario Human Rights Code, the SASSH and TMU criteria, policies, and procedures.

3.1.3 Consistent non-performance of duties assigned by the Chair(s) or a general inability to meet expectations of a Committee Member's respective role.

3.1.4 Misappropriation, falsification or forgery of any monetary record, or negligence of the SASSH funds, resources, and property.

3.1.4.1 For further details, refer to SASSH's [Financial Policy](#).

3.1.5 Violating the SASSH's principles of Equity, Diversity and Inclusion (EDI), and Accessibility as mandated by the IDEA (Inclusion, Diversity, Equity, and Accessibility) Incubator, which challenges the intersectional interests of students (see Article 2.4.5 of the SASSH By-Laws)

3.1.6 Actions that do not conform with the best ethical interests of the SASSH or TMU.

3.2 The Co-Chair(s) possesses the right to organize any consultation meetings with the Committee Member as they see necessary to discuss their involvement.

3.2.1 If further actions need to be taken, a consultation will be scheduled with the SASSH President and/or the Manager, Student and Alumni Experience and Engagement.

Article 4.0: Procedures

4.1 Disciplinary Procedures

4.1.1 The Manager, Student and Alumni Experience and Engagement is responsible for initiating disciplinary procedures regarding SASSH Board Members in accordance with Article 9.0: Disciplinary Procedures of the SASSH By-Laws.

4.1.2 SASSH Committee Co-Chair(s) are responsible for initiating disciplinary procedures regarding SASSH Committee members.

4.2 Removal From Office

4.2.1 Initiating steps towards a Board Member's removal from Office must act in accordance with [Article 9.5: Removal From Office of the SASSH By-Laws](#)

4.2.1.1 Following removal from Office, the dismissed Board Member cannot hold an Executive position during the consecutive term.

4.2.2 If a Board Member is removed from Office due to misconduct, they will be prohibited from running in the SASSH elections for the consecutive term.

4.2.2.1 In the case of a vacant position in the consecutive Board that requires an interview process, the Board Member cannot apply to interview for the vacant position.

4.3 Removal From Position

4.3.1 Removal of a Committee Member may be enacted if the decision is deemed necessary by the President and/or the Manager, Student and Alumni Experience and Engagement, following the consultation with the Co-Chair(s) and the meeting with the President and/or the Manager, Student and Alumni Experience and Engagement.

Article 5.0: Appeals

5.1 A Board Member can appeal a disciplinary action by initiating the steps outlined in [Article 10.0: Appeals in the SASSH By-Laws](#).

5.2 If the recommendations by the Manager, Student and Alumni Experience and Engagement are not sufficient, a Board Member can bring the case forward to the Associate Dean of Arts, Undergraduate Studies.

Article 6.0: Student Group and Course Union Misconduct

6.1 For Student Group and Course Union Misconduct, please see [Article 7.1: Disciplinary Procedures in the Student Group Policy](#).