

Ontario University Registrars' Association
CONSTITUTION
Updated February 20, 2007

ARTICLE I - NAME, PURPOSE, MEMBERSHIP

SECTION 1- NAME

The name of the Association shall be the Ontario University Registrars' Association, herein after referred to as OURA.

SECTION 2 - PURPOSE

- a) OURA shall concern itself with academic administration including, but not limited to, admissions, registration, examinations, scheduling, transcripts, systems, records, calendars, scholarships and awards, secondary school liaison, and other activities or undertakings that may be deemed appropriate to OURA.
- b) It shall encourage and conduct studies on matters related to items indicated in (a).
- c) OURA, as an affiliate of the Council of Ontario Universities (COU), maintains a professional relationship with COU. With respect to OURA's interests and functions which fall within the scope of the activities of COU, OURA may request the appropriate level of funding and administer those funds in a proper, responsible manner. OURA shall advise COU on any item deemed appropriate.
- d) It shall conduct workshops for the exchange of information, professional development, and for the development of new procedures.

SECTION 3 - MEMBERSHIP

- a) **Institutional Members**
Institutions which are recognized by the Council of Ontario Universities and have paid the annual fee in accordance with Article V a) are Institutional Members of OURA. Institutional Members are eligible to participate actively in the work of OURA. Each Institutional Member has one vote on all matters brought before OURA. The Office of the Registrar, or equivalent, of each participating institution shall designate a Regular Member as the Institutional Representative who will vote on behalf of that Institution. Institutional Members only may vote.
- b) **Regular Members**
The Office of the Registrar, or equivalent, of each participating institution may designate as many Regular Members as it wishes in accordance with By-Law II.
- c) **Associate Members**
Professional representatives in educational agencies or institutions may apply for Associate Membership, which must be approved by the Executive Committee. Associate Members may attend OURA workshops and annual meetings, but may not vote or hold office.
- d) **Member Emeritus**
One who has been awarded the OURA Award of Achievement and who holds the rights and privileges of a Regular Member (see Article VIII, Section 3).
- e) **Honorary Members**
Honorary Members shall be those individuals, no longer eligible to be Regular Members, but with records of significant service in OURA, who are so selected by the Executive Committee. They shall enjoy a permanent invitation to attend OURA meetings and to maintain interest in OURA affairs.

SECTION 4 - OPERATING YEAR

The operating year for OURA shall be from April 1 to March 31.

ARTICLE II - OFFICERS AND COMMITTEES OF OURA

SECTION 1 - OFFICERS OF OURA

The officers of OURA are the President, Vice-President, Secretary, and Treasurer.

SECTION 2 - STANDING COMMITTEES

- a)
- b) A Standing Committee of OURA is a subcommittee of the Executive Committee, established by an action of OURA, on recommendation of the Executive Committee. Standing Committees are established to carry on continuing business of a specialized nature in an administrative, research and/or advisory capacity in accordance with its terms of reference. The action of establishment must include the proposed terms of reference governing the specific functions and structure of the Standing Committee.
- c) Activities of such a committee shall be governed by Article VI.

SECTION 3 - COMMISSIONS

A Commission is a body appointed by the Executive Committee for specific services which can be discharged within a specific period of time.

SECTION 4 - REPRESENTATION ON STANDING COMMITTEES AND COMMISSIONS

Every effort shall be made to ensure regional representation on all Standing Committees and Commissions.

SECTION 5 - TERM OF OFFICE

The term of office begins April 1 after the Annual Meeting at which a member was elected and continues to March 31 of the succeeding year. The Treasurer shall serve for a two-year term and may stand for re-election for one consecutive two-year term. The other members shall serve for one-year terms and may stand for re-election, but no member may serve for more than three consecutive terms in one position. Normally, one-third of any committee should be new members annually.

SECTION 6 - VACANCIES

- a) Should a vacancy occur on the Executive Committee, other than the office of President, the Committee shall have discretion as to whether the vacancy is left unfilled or filled via (1) a by-election or (2) by appointment.
- b) Should a vacancy occur on any Standing Committee, it is the responsibility of said Standing Committee to notify the Executive Committee of the disposition of the vacancy.

SECTION 7 - QUORUM

A quorum for any committee shall be a majority of its members.

ARTICLE III - EXECUTIVE COMMITTEE

SECTION 1 - COMPOSITION

The Executive Committee shall consist of the following members:

- I. Past President
- II. President
- III. Vice-President
- IV. Secretary
- V. Treasurer
- VI. Chair of each Standing Committee
- VII. One Member-at-Large
- VIII. One non-voting member from the COU Secretariat, selected by the Secretariat and accepted by COU.
- IX. Communications Officer

SECTION 2 - ELECTION OF OFFICERS

- a) The immediate Past President shall be Chair of the Nominating Committee. The Chair shall appoint two other members, one of whom shall be the current Vice-President, to act on the Committee.
- b) The President shall be the Vice-President of the previous year.
- c) Two months prior to the date of the Annual Meeting, the Nominating Committee shall distribute an invitation to all members for submission of nominations for the Executive Committee positions of Member-at-Large, Secretary, Treasurer, Vice-President and Communications Officer. Nominations must have the prior consent of the nominee. One month prior to the date of the Annual Meeting, the Executive Committee will distribute a list of nominations received. Additional nominations may be made from the floor.
- d) In the event of the nomination of more than one individual to any one of the available Executive positions, either through mail-in nominations or through nominations received from the floor at the Annual Meeting, an immediate vote shall be called, by institution, with only those institutions in attendance at the Annual Meeting granted the right to vote.
- e) Balloting shall be supervised, and votes tabulated, by no less than two (2) Regular Members appointed

by the Executive Committee.

SECTION 3 - FUNCTIONS

The following shall be the functions of the Executive Committee and the members thereof:

- a)
 - i) To act on behalf of OURA; To establish study committees, prepare reports, working papers and recommendations for consideration of OURA;
 - ii) To establish workshops on business related to OURA;
 - iii) To report decisions of OURA to the appropriate bodies;
 - iv) To be responsible for the Annual Meeting;
 - v) To call a special meeting of OURA if the need arises (See Article IV, Section 3);
 - vi) To report to the Annual Meeting;
 - vii) To report, as required, to the Council of Ontario Universities.

- b)
 - i) The Past President shall assume the role of President should that Office become vacant. The Past President shall, in the absence of the President, preside and perform the duties of President. The Past President shall serve as Chair of the Nominating Committee; shall direct the activities of developing and maintaining OURA's Corporate Membership and generally carry out those duties and tasks as assigned by the President or Executive Committee.
 - ii) The President shall preside as Chair of all meetings of OURA and the Executive Committee and is an ex-officio member of every committee or commission of OURA, save and except the Executive and Nominating Committee. The President is normally considered the official spokesperson for OURA.
 - iii) The Vice-President shall be responsible for soliciting the membership for nominations for OURA's awards. In accordance with Article III, Section 2, b), the Vice-President will assume the role of President. The Vice-President is a member of the Nominating Committee. The Vice-President shall also carry out those duties and tasks as assigned by the President or Executive Committee.
 - iv) The Secretary shall keep a record in minutes of the proceedings of meetings of OURA and the Executive Committee. The Secretary shall circulate, to the Registrar of each participating institution said minutes. The Secretary shall have custody of all records of OURA except those that shall be in the custody of the Treasurer or other persons as directed by resolution of OURA. The Secretary shall also maintain and update OURA's membership lists and shall cause them to be circulated when appropriate. The Secretary shall ensure that all relevant Constitutional and By-Law deadlines are brought to the attention of the President and the Executive Committee in good time.
 - v) The Treasurer shall have custody over all monies belonging to, or managed by, OURA and shall cause to have all such monies deposited in a recognized financial institution as designated by the Officers of OURA. The Treasurer shall cause to be kept accurate and auditable financial records and shall annually present a financial statement to the membership.
 - vi) The Member-at-Large shall assume those duties, tasks and/or responsibilities as assigned by the President or Executive Committee.
 - vii) The Standing Committee Chairs' responsibilities shall be in accordance with the relevant By-Laws appended to this document. In general, Chairs of Standing Committees, as members of the Executive Committee, are expected to attend meetings of the Executive Committee, to assist in the development of OURA and to represent the interests of their constituencies. Chairs are responsible for preparing written reports outlining their committee's activities for Executive committee meetings and for submitting these reports, and copies of their committee minutes, to the Secretary.
 - viii) The Communications Officer shall be responsible for overseeing the communication requirements for the annual OURA conference including but not limited to oversight for the web messaging, the print program and any related collateral as well as overseeing the OURA web site, the OURA listserv, and any additional communication needs that may arise.

SECTION 4 - PLACE OF MEETINGS

In general, meetings of the Executive Committee shall be held at locations deemed financially expedient by the Executive Committee.

ARTICLE IV - MEETINGS OF OURA

SECTION 1 - ANNUAL MEETING

There shall be an Annual Meeting of OURA, held in accordance with By-Law I.

SECTION 2 - WORKSHOPS

OURA may sponsor a workshop or a series of workshops, held in accordance with By-Law I.

SECTION 3 - SPECIAL MEETINGS

Special meetings of OURA shall be called by the Executive Committee on request of at least ten Regular Members. Where possible, the agenda for such a meeting must be circulated to all Institutional Members at least two weeks in advance (see Article III, Section 3, a), vi).

SECTION 4 – VOTING AT ANNUAL AND SPECIAL MEETINGS:

When voting on all matters of substance, Institutional Members shall have one vote cast by their present and registered Institutional Representative. The President shall determine whether any individual motion is substantive. Where possible, a minimum of one month notice of motion shall be given to the regular membership on all substantive matters.

SECTION 5 - PROCEEDS FROM MEETINGS OF OURA AND WORKSHOPS

Proceeds from meetings of OURA, Guidance Dialogue, and/or workshops shall be transferred to the account of OURA.

SECTION 6 - PARLIAMENTARY PROCEDURE

Bourinot's Rules of Order shall apply in the conduct of any meeting. Members desiring to speak on any point shall ask the Chair for the floor and may not speak more than three times on any one subject without the special permission of the Chair.

ARTICLE V - FEES

- a) OURA membership, as defined in Article I, Section 3, shall require the payment of an annual fee in accordance with By-Law II.
- b) Recommendations for changes to the annual fee shall be made by the Executive Committee which shall present said recommendations for approval at the next regularly scheduled Annual Meeting. A minimum of one month's advance notice of such recommendations shall be given.

ARTICLE VI - STANDING COMMITTEES

SECTION 1

There shall be Standing Committees on Admissions, Graduate Studies, Secondary School Liaison, Records and Systems, and Scholarships and Awards.

SECTION 2

The terms of reference, membership and rules of procedures for the Standing Committees shall be appended to the Constitution.

SECTION 3

Revisions to the appendices shall be subject to the approval of the Executive. Such approval shall not unreasonably be withheld.

ARTICLE VII - AMENDMENT AND DISSOLUTION

SECTION 1 - AMENDMENT

- a) This Constitution may be amended at any Annual or Special meeting of OURA by a two-thirds vote of the Institutional Members present, providing that notice of such amendment has been given at least one month in advance of the meeting.
- b) The By-Laws may be amended at any Annual or Special meeting of OURA by a majority vote of the Institutional Members present, providing that notice of such amendment has been given at least one month in advance of the meeting.

SECTION 2 - DISSOLUTION

If, for any reason, OURA finds it necessary to seek dissolution, it shall determine the disposition of its assets and files at a meeting of OURA.

ARTICLE VIII - OURA AWARD OF ACHIEVEMENT

SECTION 1 - PURPOSE

An award shall be established to provide a vehicle through which OURA may demonstrate its appreciation for the significant contributions made by its members.

SECTION 2 - SELECTION

Factors to be considered in the review of candidates shall be as follows:

- a) Years of service to OURA with a minimum of 10 being required;
- b) Level of participation and contributions made to OURA through the Executive, standing committees and workshops;
- c) Significant contributions being made not only to OURA but also to the enhancement and development

of academic administration within the Ontario university system.

The award(s) may be given each year at the OURA Annual Meeting. It is also possible that an award may not be granted in any given year. A list of potential candidates shall be prepared by the Vice-President for review and decision by the full executive. Nominations for such awards may be made by the membership to the Vice-President.

SECTION 3 - SPECIFICATION

The Award shall be called the OURA Award of Achievement and the recipient shall be granted the status of Member Emeritus.

Also revised: June, 1968; June, 1972; June, 1974; June, 1977 June, 1982; June, 1986; February, 1989; October, 1990; February, 1992; June, 2004.

BY-LAWS

BY-LAW I MEETINGS OF OURA

SECTION 1 - ANNUAL MEETING

- a) **Date and place of Annual Meeting**
 - i.) An Annual Meeting shall be held prior to March 1.
 - ii.) The date and place of the Annual Meeting shall be determined at least four months in advance.
 - iii.) The place of the Annual Meeting shall be designated by the Executive Committee.

- b) **Agenda** for the meeting will include:
 - i.) President's Report
 - ii.) Treasurer's Report
 - iii.) Reports and recommendations of Committees/Commissions
 - iv.) Election of officers of the Executive Committee

SECTION 2 - WORKSHOPS

- a) **Workshops may be sponsored by OURA:**
 - i) to exchange information among members;
 - ii) to develop common procedures, where desirable, applicable to OURA matters;
 - iii) to provide an opportunity for professional development
- b) The Executive Committee may receive recommendations for workshop topics from members of OURA or from its standing committees.
- c) The Chair of the workshop shall be responsible for the preparation and submission of a written report to the Executive Committee normally within four weeks after the conclusion of the workshop as follows:
 - i) a review of the workshop;
 - ii) specific recommendation(s) arising out of the discussions, where applicable;
 - iii) final financial statement.

BY-LAW II FEES

SECTION 1 - MEMBERSHIP FEES

- a) Each Institutional Member shall pay an annual fee and is thereby entitled to designate ten persons as Regular Members.
- b) There will be an annual fee for additional Regular Members from participating institutions.
- c) The annual fee shall be waived for Honorary Members.
- d) Organizations that are Associate Members shall pay an annual fee and shall name one person as their representative.
- e) Individuals who are Associate Members shall also pay an annual fee.
- f) Corporate Members shall pay an annual fee.

SECTION 2 - REGISTRATION FEES

A fee for the Annual Meeting, Guidance Dialogue, workshops and other activities may be assessed to defray the costs.

BY-LAW III COMMUNICATION

- a) All members of OURA shall be invited, a minimum of one month in advance, to attend the Annual Meeting. The invitation shall include a copy of the Minutes of the most recent Annual Meeting.
- b) The minutes of Executive Committee Meeting(s) shall be sent to the designated OURA contact of each

- participating institution.
- c) Electronic communication is recognized as an official vehicle of communication.

STANDING COMMITTEE ON UNDERGRADUATE ADMISSIONS

Terms of Reference

ARTICLE I - NAME AND REPORTING STRUCTURE

The name of this Committee shall be the Standing Committee on Undergraduate Admissions (S.C.U.A.), also known in these Terms of Reference as the Committee. The Standing Committee on Undergraduate Admission is responsible to the Ontario Universities Registrar's Association (O.U.R.A.) and shall advise O.U.R.A. on any item/issue where it (O.U.R.A.) requires information. Financial support for Committee activities is to be requested through O.U.R.A. The Standing Committee on Undergraduate Admission should be familiar with the ongoing business of the Ontario Universities Council on Admissions, in order to remain current in undergraduate admission affairs and in order to avoid duplicate research or studies on undergraduate admission. The Chair of S.C.U.A. is an ex-officio member of the Ontario Universities' Council on Admissions (O.U.C.A.).

ARTICLE II - OBJECTIVES AND FUNCTIONS

- a) The Committee will provide a forum to facilitate discussion, communication and sharing of knowledge and resources among member institutions and to work together for common benefit.
- b) The Committee shall serve as a resource and research body to provide assistance to undergraduate Admissions personnel in unusual or difficult admissions-related situations.
- c) The Committee shall actively promote and support the professional development of Ontario university undergraduate admissions office personnel by undertaking the following activities:
 - organizing workshops for the exchange of information;
 - reviewing and researching topics of mutual interest;
 - maintaining a communication network to further facilitate the sharing of information;
 - developing a list of contact names (one per institution) of Ontario University Admissions Officers who are available to provide information, to answer questions and/or to participate in surveys.

ARTICLE III - MEMBERSHIP

- 1) The Committee shall consist of at least seven members, as listed below.
- 2) All Committee members must represent institutions holding membership in O.U.R.A. and must hold undergraduate admission responsibilities within their own institutions.
- 3) In nominating/electing representatives for the Committee, the need for representation of a variety of sizes of institution as well as representation from various geographic locations in the province will be taken into account.
- 4) All members of the Committee will have voting privileges in those matters where decision by vote is deemed appropriate.
- 5) Positions within the Committee will be as follows: Chair, Vice-Chair, Past Chair and Secretary.
- 6) The Vice-Chair shall be elected at the annual meeting of the Association for a one-year term and will automatically become Chair for the succeeding term. The Secretary shall be chosen by the Committee members from the Members-at-Large. Four Members-at-Large will be elected by the entire undergraduate admissions group and shall, where possible, represent the four geographic regions within the province; i.e., the southwestern, central, northern and eastern regions.
- 7) Responsibilities:
 - Chair:
 - will sit on the Executive Committee of O.U.R.A.;
 - will sit as an ex-officio member of the Ontario Universities' Council on Admissions (O.U.C.A.)
 - Vice-Chair:
 - in the absence of the Chair, acts on his/her behalf;
 - carries the responsibility for the nominations for future members of the Committee;
 - will move into the position of Chair after one year.
 - Past-Chair:
 - will act in an advisory role to allow for continuity on the Committee;
 - will assist the Chair and Vice-Chair as required
 - Secretary:
 - is responsible for the minutes of the Committee;
 - undertakes other responsibilities and activities as deemed appropriate and necessary by the Chair

ARTICLE IV - ELECTION AND TERM OF OFFICE

The positions of Chair, Vice-Chair and Past Chair shall be for a term of one year. Members-at-Large shall hold for two-year terms.

Three members of S.C.U.A., as outlined in the previous article, shall be nominated (by themselves or by another member of O.U.R.A.) prior to the Annual Meeting of the Committee, held in conjunction with the Annual Meeting of O.U.R.A. These meetings are held in February each year.

Two Members-at-Large will rotate off the Committee each year; that is, each year the Committee shall consist of two Members-at-Large in their second year of office and two Members in their first year of office.

Each year, at the Annual Meeting of S.C.U.A., elections will be held for the positions of the two Members-at-Large who have completed their two years of office, Vice-Chair and Secretary.

ARTICLE V - MEETINGS The S.C.U.A. will meet at least twice a year, at the call of the Chair. At least one meeting will be held in early autumn; at least one will be held in early to mid-winter.

Preference will be given to telephone conference calls except for the Annual Meeting of the Committee held in conjunction with the Annual Meeting of O.U.R.A., in February of each year. Meetings in person will be held in the city which affords the most economies for the most members of the Committee.

STANDING COMMITTEE ON GRADUATE STUDIES

Terms of Reference

SECTION 1 - PURPOSE OF OURA GRADUATE STUDIES GROUP

- a) To exchange information about administrative procedures at the graduate level.
- b) To promote and preserve more interaction and communication of ideas between graduate administrators and, as necessary, undergraduate administrators in Ontario.
- c) To undertake studies and activities as requested by the Graduate Studies Group and/or the OURA Executive Committee, and to make recommendations as necessary.
- d) To plan sessions of interest for the Graduate Studies Group at the annual OURA conference.
- e) To maintain the Graduate Studies Group website.

SECTION 2 - MEMBERSHIP OF THE OURA GRADUATE STUDIES GROUP

- a) Membership shall be open to all interested persons responsible for the development, management or operation of administrative functions involving graduate studies, and whose institutions have membership in OURA.
- b) Members elected to the Standing Committee on Graduate Studies must be Regular members of OURA or become Regular members on election.
- c) Only members of the Graduate Studies Groups who are Regular members of OURA may have voting privileges.

SECTION 3 - OURA STANDING COMMITTEE ON GRADUATE STUDIES

- a) The Committee shall consist of six (6) members as follows:
 - i) Chair, Vice-Chair and Past-Chair. The Vice-Chair shall be elected, prior to the Annual Meeting of the Association, for a one year term, and will automatically become Chair at the end of that term.
 - ii) In addition, three (3) members-at-large shall be elected annually, prior to the Annual Meeting of the Association, on a regional basis, where possible to the Committee. One member-at-large shall be designated as secretary during the first meeting of the Committee.
- b) The Chair shall be a member of the OURA Executive Committee.
- c) The Chair and Vice-Chair of the Standing Committee on Graduate Studies shall also act as Chair and Vice-Chair of the Graduate Studies Group.

SECTION 4 - MEETINGS OF THE GRADUATE STUDIES GROUP AND THE OURA

Standing Committee on Graduate Studies

- a) The Standing Committee will meet at the discretion of the Chair or by direction of the OURA Executive.
- b) The Graduate Studies Group will meet at least once a year. Special meetings may be called at the discretion of the Chair or by a majority of members of the Standing Committee.
- c) A copy of the agenda shall accompany the Notice of Meeting, normally distributed two weeks prior to the date of the meeting.
- d) Whenever possible, the Annual Meeting of both the Standing Committee and the Graduate Studies Group will be scheduled to coincide with other OURA meetings.
- e) At all meetings of the Graduate Studies Group, seven (7) members, excluding the Chair, shall form a quorum.
- f) Observers may be invited to attend meetings of the Graduate Studies Group and Standing Committee.
- g) Only one Regular member from each institution will be allowed to vote.
 - i) The Chair of the Graduate Studies Groups and Standing Committee shall have no vote in either body while occupying the Chair, except to cast a tie-breaking vote.

SECTION 5 – RESPONSIBILITIES OF MEMBERS OF THE STANDING COMMITTEE ON GRADUATE STUDIES

- a) Past-Chair: shall assume the role of Chair, should that Office become vacant; shall, in the absence of the Chair, preside over meetings and perform the duties of Chair; and shall call for nominations for positions on the Standing Committee for the following year
- b) Chair: shall preside as Chair of all meetings of the Standing Committee and of the Graduate Studies Group and is normally considered the official spokesperson for the Standing Committee; shall be a member of the OURA Executive Committee
- c) Vice-Chair: shall carry out those duties and tasks as assigned by the Chair
- d) Member-at-large: shall assume those duties, tasks and/or responsibilities as assigned by the Chair
 - i) Member-at-large/Secretary: shall keep a record in minutes of the proceedings of meetings of the Standing Committee; shall circulate said minutes to Standing Committee members; shall have custody of all records of the Standing Committee
 - ii) Member-at-large/Special Projects Coordinator: shall assist in the management of special projects as assigned

STANDING COMMITTEE ON SECONDARY SCHOOL LIAISON

Terms of Reference

ARTICLE I - NAME, PURPOSE, CONTROL, MEMBERSHIP

SECTION 1 - NAME

The name of the Committee shall be the General Committee on Secondary School Liaison (GCSSL). It is a Standing Committee of the Ontario University Registrars' Association (OURA).

SECTION 2 - PURPOSE

- a) It shall, in cooperation with the Secondary Schools in the Province of Ontario, annually organize and supervise the University Information Program (UIP).
- b) It shall conduct workshops for the exchange of information, professional development and for the development of new procedures.
- c) It shall conduct research and studies on matters related to effective communication with secondary school counsellors and students.

SECTION 3 - PARTICIPATING UNIVERSITIES

Universities which are recognized by the Council of Ontario Universities (COU) are considered eligible to participate actively in the work of the GCSSL.

SECTION 4 - RELATIONSHIP TO THE COUNCIL OF ONTARIO UNIVERSITIES

The GCSSL is responsible to COU through OURA. COU provides funding for the GCSSL functions and publications through OURA. The GCSSL shall advise OURA on any item where it requires information.

SECTION 5 - MEMBERSHIP

All participating universities as defined in Article I, Section 3, are Institutional Members. Each Institutional Member has one vote on all matters brought before the GCSSL. Institutional Members may designate as many individual members to the GCSSL as it wishes. A membership list shall be established at the time of the Annual Meeting and will be up-dated regularly throughout the year.

ARTICLE II - COMMITTEES AND OFFICERS OF THE GCSSL

SECTION 1 - GENERAL COMMITTEE

- a) The GCSSL shall consist of one voting member from each participating university. This will be the person responsible for Secondary School Liaison within the institution or the person to whom they delegate that authority.
- b) Other individual members may attend and participate in GCSSL meetings in accordance with Article III, Section 5.

SECTION 2 - STANDING COMMITTEE MEMBERSHIP

The Standing Committee shall consist of:

- i) the Chair;
- ii) the immediate Past Chair;
- iii) six members elected at large by the GCSSL;
- iv) the Chair of the INFO Editorial Board (ex officio).

SECTION 3 - STANDING COMMITTEE ELECTIONS AND TERMS OF OFFICE

- a) The election of the members-at-large shall take place at the Annual Meeting.
- b) Nominations for the position of member-at-large should be presented to the Chair at least two weeks prior to the date of the Annual Meeting. Nominees must be sanctioned by their institutions to stand for election. The Chair shall inform all members of the GCSSL, prior to the Annual Meeting, of those who will stand for election. Nominations may be made from the floor for all positions if a two-thirds majority of institutions present so approve. Such nominees must have the prior consent of their institution to stand for election. Any member of the GCSSL is eligible to nominate candidates for any position.
- c) When nominations have been closed, the officer(s) shall be chosen by a majority of those participating universities present and voting.
- d) The term of office begins with the adjournment of the Annual Meeting at which a member was elected. Each elected member will serve a one-year term and may stand for re-election.
- e) If any office is left vacant, the Chair shall have the discretion as to whether the vacancy is filled via (1) a by-election or (2) appointment, or (3) is left unfilled until a new election is conducted at the Annual Meeting.

SECTION 4 - STANDING COMMITTEE FUNCTIONS

The following shall be the functions of the Standing Committee and the members thereof:

- a)
 - i) at the first meeting of the Standing Committee, to appoint from the members-at-large a Vice-Chair who will assume the position of Chair the following year;
 - ii) at the first meeting of the Standing Committee, to appoint one member-at-large to act as secretary for the GCSSL, another to be responsible for UIP publicity and a third to organize scheduled Mini Dialogues held during the UIP; at the first meeting of the Standing Committee, to appoint from the GCSSL a Chair of the INFO Editorial Board, an Editor of INFO and a representative to the INFO Editorial Board, in accordance with Article VI, Section 2;
 - iii) to act on behalf of the GCSSL; to establish study committees, prepare reports, working papers and recommendations for consideration by the GCSSL;
 - iv) to organize the UIP for the GCSSL; to prepare an annual budget for presentation to OURA;
 - v) to establish workshops on business related to the GCSSL; to report decisions of the GCSSL to the appropriate bodies;
 - vi) to be responsible for the Annual Meeting; to call special meetings of the GCSSL if the need arises;
 - vii) to report as required to OURA;
 - viii) to monitor and be responsible for the production of INFO; subsequent to the Annual Meeting, to determine the site of the Annual Workshop.
- b) The Past Chair shall, in the absence of the Chair, preside and perform the duties of the Chair. The Past Chair shall be the treasurer of the GCSSL and shall have supervision over all monies belonging to, or managed by, the GCSSL. The Past Chair shall keep accurate financial records and shall annually present a financial statement to the GCSSL. The Past Chair shall also generally carry out those duties and tasks as assigned by the Chair or the Standing Committee.
- c) The Chair shall preside as Chair for all meetings of the GCSSL and is an ex-officio member of every committee of the GCSSL; shall appoint individual members to serve on committees, boards or commissions that request participation from the GCSSL; and shall be the GCSSL representative to the Ontario University Registrars' Association (OURA) and the Ontario Universities' Application Centre Advisory Board. The Chair is normally considered the official spokesperson for the GCSSL and as such is required to submit reports for inclusion in the OURA communications document Intercom.
- d) The Vice Chair shall, in accordance with Article II, Section 4, Subsection a) i), assume the role of Chair in the year following the appointment as Vice Chair. At the time of the Annual Meeting the Vice Chair shall present a report of the recently completed UIP based on comments solicited from the membership. The Vice Chair shall also carry out those duties and tasks as assigned by the Chair or Standing Committee.
- e) The member-at-large appointed as Secretary shall keep a record in minutes of the proceedings of all meetings of the GCSSL and cause those records to be circulated to the institutional members at the appropriate times; shall maintain, update and distribute the GCSSL membership lists; and shall ensure that all relevant Terms of Reference deadlines are brought to the attention of the Chair and Standing Committee in good time.
- f) The member-at-large appointed to be responsible for publicity shall endeavour to notify public media of the activities of the GCSSL, in particular the UIP, so as to encourage public attendance at those programs.
- g) The member-at-large appointed to be responsible for the organization of Mini Dialogues during the UIP shall endeavour to contact secondary school officials in the boards where those sessions are to occur, secure proper facilities, arrange for an adequate schedule, and develop relevant and timely agenda topics.

SECTION 5 –ONTARIO UNIVERSITIES’ FAIR (OUF) COMMITTEE PURPOSE

- a) This committee’s role is to plan, organize and execute the Ontario Universities’ Fair(s) on behalf of all of the Ontario Universities.
- b) The purpose of the fair is to provide a venue where students, parents and guidance counsellors in large metropolitan areas have access to university admission and liaison representatives in lieu of the traditional UIP in those areas.

SECTION 6- OUF COMMITTEE MEMBERSHIP

The OUF Committee shall consist of:

- i) Chair;
- ii) Past Chair, Finances;
- iii) Five members elected at large by the GCSSL;
- iv) One member from the OURA executive

SECTION 7 – OUF COMMITTEE ELECTIONS AND TERMS OF OFFICE

- a) The election of the members-at-large shall take place at the General meeting in November.
- b) Nominations for the position of member-at-large should be presented to the Chair at least two weeks prior to the date of the November General Meeting. Nominees must be sanctioned by their institutions to stand for election. The Chair shall inform all members of the GCSSL, prior to the General Meeting, of those who will stand for election. Nominations may be made from the floor for all positions if a two-thirds majority of institutions present so approve. Such nominees must have the prior consent of their institution to stand for election. Any member of the GCSSL is eligible to nominate candidates for any position.
- c) When nominations have been closed, the officer(s) shall be chosen by a majority of those participating universities present and voting.
- d) The term of office begins with the adjournment of the General Meeting at which a member was elected. Each

elected member shall serve a one-year term and may stand for re-election.

- e) The representative of the OURA Executive shall be appointed or elected by their constituency in a manner deemed appropriate by them.

SECTION 8 – OUF FUNCTIONS

The following shall be the functions of the Ontario Universities' Fair Committee (OUFC) and the members thereof:

- a)
 - i) at the first meeting of the OUFC, one member-at-large shall be appointed as Vice Chair. This person will assume the position of Chair the following year
 - ii) at the first meeting of the OUFC, to appoint one member to fill each of the following roles; promotions, on-site organization and evaluation. The corporate sponsorship responsibility will be shared by two members, who shall also be appointed during the first meeting.
- b) The OUF is the responsible to the Standing Committee on Secondary School Liaison.
- c) The planning and execution of the fair is the responsibility of the Chair, OUFC.
- d) The committee shall meet on a regular and on-going basis throughout the year as deemed necessary by the Chair of OUF.
- e) The committee is responsible for securing the management company to organize the event.
- f) The committee is responsible for securing the fund raising company/group to secure adequate sponsorship dollars.
- g) One person from each institution will be responsible as the institutional contact. That person will be responsible for contact with the Chair.
- h) The Chair shall be responsible to maintain communication with the OUF institutional contacts.

ARTICLE III - MEETINGS OF THE GCSSL

SECTION 1 - ANNUAL MEETING

- a) Date and Place of the Annual Meeting
 - The Annual Meeting shall be held no later than March 1st each year.
 - i) The date and place of the Annual Meeting shall be designated by the Standing Committee and shall generally be held during the same week and at the same location as the OURA Annual Meeting.
- b) Members and Quorum
 - All members of the GCSSL shall be invited to attend the Annual Meeting. At the Annual Meeting ten institutional members shall form a quorum.
- c) Agenda
 - An agenda shall be forwarded to the institutional members at least two weeks prior to the date of the Annual Meeting and shall include:
 - i) Chair's report;
 - ii) Financial report;
 - iii) Vice Chair's report;
 - iv) Nominations for the offices of the Standing Committee received to date;
 - v) Reports and recommendations of the committees.
- d) Voting
 - Each participating university shall have one vote.

SECTION 2 - STANDING COMMITTEE MEETINGS

- a) Meetings of the Standing Committee shall be called at the discretion of the Chair.
- b) Each member of the Standing Committee, with the exception of the Chair of the INFO Editorial board, shall have one vote.
- c) Meetings of the Standing Committee shall normally be held in a central location in the Province.
- d) At all meetings of the Standing Committee, four of the members shall form a quorum.

SECTION 3 - WORKSHOP

- a) A Workshop shall be held each year prior to the beginning of the UIP sponsored by the Standing Committee to:
 - ii) exchange information among universities;
 - iii) develop common procedures, where desirable, applicable to the liaison function;
 - iv) introduce new liaison personnel;
 - v) provide opportunity for professional development.
- b) A Workshop Committee will be struck at the Annual Meeting to plan and organize the Workshop.
- c) The Workshop Committee may receive recommendations for Workshop topics from members of the GCSSL or from the Standing Committee.
- d) Workshop shall be hosted by one of the member institutions.
- e) The Chair shall ask the members at the General Meeting normally held in August to indicate their interest in hosting Workshop. The Standing Committee shall determine which institution is to host Workshop in accordance with Article II, Section 4, Subsection a), xiv).
- f) The university which accepts the offer to host Workshop commits itself for the physical arrangements and financial obligations, and shall convene the Workshop Committee as provided in b).

SECTION 4 - SPECIAL MEETINGS

Special Meetings of the GCSSL shall be called at the discretion of the Chair.

SECTION 5 - RIGHT OF DEBATE AT MEETINGS

Meetings shall be open to observers but only members will be permitted to participate in debate unless recognized by the Chair. Meetings may move into closed session to consider a specific item of business at the request of a majority of the institutional members present and voting.

Section 6- General Meetings

There will be three meetings of the GCSSL:

- a) May during the Dialogue/Regional Dialogue conference;
- b) August during Workshop;
- c) After the fall UIP and Ontario Universities' Fair(s) have been completed.

ARTICLE IV - THE UNIVERSITY INFORMATION PROGRAM (UIP)

SECTION 1 - PURPOSE AND ORGANIZATION

The UIP is a vehicle for communication between Ontario's universities and the provinces high school students. All School boards - public, separate, private and independent - in any region of the province will be eligible to host a UIP. The Standing Committee shall be responsible for the organization of the UIP subject to the approval of the GCSSL. The Standing Committee shall endeavour to include all school boards in the visit schedule within reasonable bounds of geography, time and budget. The UIP will normally be held from September to December each year.

SECTION 2 - PARTICIPATING UNIVERSITIES

- a) Any post-secondary institution which is a voting member of the GCSSL may participate in the UIP.
- b) The participation of other post-secondary institutions in the UIP shall not be encouraged. The GCSSL may allow, however, from time to time, other post-secondary institutions to participate in all or part of the UIP.

SECTION 3 - CONDUCT OF PARTICIPATING UNIVERSITIES DURING THE UIP

- a) No institution shall request to visit a secondary school during the two weeks prior to that secondary school's participation in the UIP.
- b) No institution shall request additional classroom space at a school hosting a UIP unless all institutions are assured of adequate facilities at that host school. Requests for additional space from an institution should be made through the Standing Committee and the high schools.
- c) Institutions are encouraged not to accept invitations to visit a secondary school if it appears that their presence will weaken or hamper attempts to organize a UIP in that area.
- d) Institutions are expected to conduct themselves in such a manner during a UIP so that they will not disturb other presentations or interfere with the general operation of the UIP.

ARTICLE V - PROCEDURES

- a) It is the duty of the Chair to maintain order and decorum, read motions to the meeting so that they may be debated, decide questions of order and procedure, submit motions or other proposals to the meeting for decision by vote and to adjourn the meeting when business is concluded. The Chair has the responsibility to ensure that the rights of the individuals as members are upheld and respected. The Chair also has the responsibility and authority to ensure that the business before the meeting is expedited and facilitated.
- b) No substantive motion shall be considered at any meeting of the GCSSL or the Standing Committee unless it appears explicitly on the agenda.
- c) All substantive motions, including reports of sub-committees, must be sent to the institutional members at least fourteen days in advance of the meeting at which they are to be discussed.
- d) The Chair of each meeting shall conduct the proceedings in conformity with the rules given in Bourinot's Rules of Order, revised by J.G. Dubroy (McLelland and Stewart Ltd., Toronto).
- e) In special cases, the Chair may request that these Terms of Reference be suspended in order to effectively conduct the business of the GCSSL. Such suspension shall require a two-thirds vote of those members present and eligible to vote.

ARTICLE VI - INFO

Section 1 - Name of publication

The purpose of INFO shall be to provide secondary schools and their students with accurate information on the Ontario universities on matters which fall within the scope of secondary school liaison.

Section 2 - Editorial Board - Membership and Terms of Office

GCSSL	OUAC
Chair - 3 years	One member - 3 years
One member - 1 year	One member - 2 years
COU	OURA
One member - ex officio from public affairs at COU	One member - 2 years
Editor – permanent (from COU)	
OSCA	OUCA
One member - 2 years	One member - 1 year
One member - 2 years - alternating	

The Chair of the Editorial Board and the GCSSL member will be appointed by the Standing Committee on Secondary School Liaison in accordance with Article II, Section 4, Subsection a)iii). The appointment of an Editor and all functions relating to the Editor's duties shall be the responsibility of the Council of Ontario Universities. All other members shall be appointed or elected by their constituencies in a manner deemed appropriate by them. The Chair shall be responsible for to inform the Ontario University Registrar's Association, the Ontario School Counsellor's Association, and the Ontario University Council on Admissions that the Editorial Board seeks their organization's involvement and shall request that representatives be appointed in accordance with the above.

Section 3 - Function

- a) The publication of INFO is the responsibility of the Standing Committee on Secondary School Liaison.
- b) The production and distribution of INFO is the responsibility of the Ontario Universities' Application Centre.
- c) The Editor shall have absolute control of copy and in the event of dispute will consult with the Chair of the Editorial Board.
- d) The Editorial Board shall meet at least once a year and is fully responsible for the content of the publication, including advertising and sponsorship.
- e) One person from each institution will be responsible as the "institutional contact". That person will collect copy for the institution, and any satellite, affiliate or constituent bodies of the same, and solely be responsible for contact with the Editor.

Revised: September 1992; December 1992; February 1993; February 1994; August 1997; February 1999; February 2000

STANDING COMMITTEE ON RECORDS AND SYSTEMS

Terms of Reference

SECTION 1 - PURPOSE OF THE OURA SYSTEMS GROUP

- a) To exchange information regarding development, management or operation of manual and /or computer systems used in the Office of the Registrar and related student service areas.
- b) To advise and make recommendations to the Ontario University Registrar's Association regarding all aspects of systems as they affect Registrar's Offices and related student service areas in Ontario.
- c) To advise and make recommendations on systems referred to in section 1(a) involving the co-operation of the Ontario Universities.
- d) To undertake such systems-related studies and activities as requested by the OURA Executive.

SECTION 2 - MEMBERSHIP OF THE OURA SYSTEMS GROUP

- a) Regular Member: Shall consist of anyone who is a Regular Member of OURA and has responsibilities related to the development, management or operation of systems in the Registrar's Office or related student service areas.
- b) Associate Member: Membership is extended to Associate Members of OURA. Such members may not be elected to the OURA Standing Committee on Records & Systems nor may they have voting privileges.

SECTION 3 - OURA STANDING COMMITTEE ON SYSTEMS

- a) The Committee shall consist of seven (7) Regular members as follows:
 - i) Chair, Vice-Chair and Past-Chair. The Vice-Chair shall be elected prior to the Annual Meeting of the Association, for a one year term and will automatically become Chair at the end of that term.
 - ii) A Member-at-large shall be elected to the Committee by the university records and systems representatives and will act as Secretary for the committee, keeping a record in minutes of the proceedings of committee meetings to circulate to each committee member.
 - iii) In addition, three (3) members shall be elected on a regional basis, where possible, to the Committee by the university systems representatives.
- b) The Chair shall be a member of the OURA Executive Committee.
- c) The Chair and Vice-Chair of the Standing Committee on Records & Systems shall also act as Chair and Vice-Chair of the Systems Group.

SECTION 4 - MEETINGS OF THE SYSTEMS GROUP AND THE STANDING COMMITTEE ON SYSTEMS

- a) The Standing Committee will meet at the discretion of the Chair or by direction of the OURA Executive.
- b) The Records & Systems Group will meet at least once a year. Special meetings may be called at the discretion of the Chair or by a majority of members of the Standing Committee.
- c) A copy of the agenda shall accompany the Notice of Meeting which will normally be distributed two weeks prior to the date of the meeting.
- d) Whenever possible, the Annual Meeting of both the Standing Committee and Records & Systems Group will be scheduled to coincide with other OURA meetings.
- e) Special meetings will be held in Toronto whenever possible.
- f) At all meetings of the Records & Systems Group eight (8) members, excluding the Chair shall form a quorum.
- g) At all meetings of the Standing Committee three (3) members, excluding the Chair, shall form a quorum.
- h) Observers may be invited to attend meetings of the Systems Group and Standing Committee.
- i) Only one Regular Member from each institution will be allowed to vote.
- j) The Chair of the Standing Committee or Records & Systems Group shall have no vote in either body while occupying the Chair, except to cast a tie-breaking vote.

Revised April 16, 2004; February 20, 2006

STANDING COMMITTEE ON SCHOLARSHIPS AND AWARDS

Terms of Reference

SECTION 1 - PURPOSE OF OURA SCHOLARSHIPS AND AWARDS GROUP

- a) To exchange information regarding development, management and operation of scholarships and awards (i.e. scholarship, fellowship, prize, and bursary) programs administered, in whole or in part, by the Office of the Registrar and related University student service areas.
- b) To exchange information regarding government student aid program policy which directly impact upon the scholarships and awards programs referred to in section (1a).
- c) To advise and make recommendations to the Ontario University Registrars' Association regarding programs referred to in section (1a) and policy referred to in section (1b) as they affect (a) potential and current students at Ontario Universities and (b) Registrar's Offices and related University student service areas.
- d) To advise and make recommendations to other agencies (i.e. AUCC, OASFAA, as well as other government, private and corporate groups) directly involved in the development, management and operation of scholarship and awards programs. The Chair will provide the OURA Executive with written reports of such activity.
- e) To undertake scholarships and awards-related studies and activities as requested by the OURA Executive.

SECTION 2 - MEMBERSHIP OF THE OURA SCHOLARSHIPS AND AWARDS GROUP

- a) Regular Member: Shall consist of anyone who is a Regular Member of OURA and has responsibilities related to the development, management or operation of scholarships and awards programs in the Registrar's Office or related student service areas.
- b) Associate Member: Membership is extended to Associate Members of OURA. Such member may not be elected to the OURA Standing Committee on Scholarships and Awards.

SECTION 3 - OURA STANDING COMMITTEE ON SCHOLARSHIPS AND AWARDS

- a) The Committee shall consist of six (6) Regular Members as follows:
- b) Chair, Vice-Chair and Past-chair
- c) The Vice-Chair shall be elected prior to the Annual Meeting of the Association for a one year term and will, at the end of the term automatically become Chair.
- d) In addition, three (3) members shall be elected on a regional basis, where possible, to the Committee by the university student scholarships and awards representatives.
- e) The Chair shall be a member of the OURA Executive Committee.
- f) The Chair and Vice-chair of the Standing Committee on Scholarships and Awards shall also act as Chair and Vice-chair of the Scholarships and Awards Group.
- g) The Past-chair shall act as an observer on the Committees on Admissions Practices (CAP) and Secondary School Liaison.

SECTION 4 - MEETINGS OF THE SCHOLARSHIPS AND AWARDS GROUP AND THE

Standing Committee on Scholarships and Awards

- a) The Standing Committee will meet at the discretion of the Chair or by direction of the OURA Executive.
- b) The Scholarships and Awards Group will meet at least once a year. Special meetings may be called at the discretion of the Chair or by a majority of members of the Standing Committee.
- c) A copy of the agenda shall accompany the Notice of Meeting which will normally be distributed at least two weeks prior to the date of the meeting.
- d) Normally, the Annual Meeting of both the Standing Committee and Scholarships and Awards Group will be scheduled to coincide with other OURA or OUAC meetings.
- e) At all meetings of the Scholarships and Awards Group, eight (8) members, excluding the Chair, shall form a quorum.
- f) At all meetings of the Standing Committee, three (3) members, excluding the Chair, shall form a quorum.
- g) Observers may be invited to attend meetings of the Scholarships and Awards Group and Standing Committee.
- h) Only one Regular Member from each institution will be allowed to vote.
- i) The Chair of the Standing Committee on Scholarships and Awards Group shall have no vote in either body while occupying the Chair, except to cast a tie-breaking vote.

TRAVEL EXPENSE GUIDELINES

The following are guidelines for funding of travel expenses for all OURA committee members:

2. An attempt will be made to schedule Executive and other committee meetings to coincide with other university commitments (including the OURA Annual Meeting, but not special workshops), with the understanding that the travel expenses to these meetings will not be covered by OURA.
3. Every attempt will be made to schedule meetings in locations which result in the least travel expenses for the group as a whole.
4. The first \$500 of a member's travel expenses in any year, are the responsibility of the member's home university.
5. All travel expenses for members of Standing Committees must be requested as part of the committee's annual budget and are subject to approval of the Executive. These requests will be considered in the light of the status of the OURA budget. It is suggested that the annual travel claims of individuals not normally exceed \$2,000. However, chairs are free to distribute the travel funds allotted to their standing committee in any manner that minimizes the total cost claimed from OURA, while maintaining the ability for representatives to travel to meetings. Similarly, the President is free to distribute the travel funds budgeted for the Executive Committee in any manner that minimizes the total cost claimed from OURA, while maintaining the ability for members of the Executive to travel to meetings.
6. Travel expenses for members of the OURA Standing Committee on Secondary School Liaison will continue to be supported by COU through the annual Liaison budget. It is the responsibility of the SCSSL to negotiate the amount of this transfer with the COU and OUAC.

Claimants are expected to make all claims to their own university and submit copies of those claims to the chair of their committee. Reimbursement for claims will be based on institutions involved upon receipt, by the Treasurer, of detailed copies of the travel expenses incurred which have been reviewed and approved by the relevant committee's chair.

Updated June 30, 2004