Memorandum of Agreement
between Innis College
and
the Innis College Student Society
on the introduction or the increase of compulsory
non-tuition related fees

A. Preamble

1. The Ministry of Education and Training’s Compulsory Ancillary Fee Policy Guidelines require that, in order for certain specified non-tuition-related compulsory ancillary fees to be introduced or in order for any such fee to be increased by the University of Toronto, there be in place a long-term protocol, setting out the means by which students will be involved in decisions to increase compulsory non-tuition-related fees or to introduce new ones.

2. The representatives of the Association of Part-time Undergraduate Students, the Graduate Students’ Union and the Students’ Administrative Council and the administration of the University of Toronto have agreed to a set of provisions, which collectively comprise the Long-Term Protocol for the University of Toronto as required by the Compulsory Ancillary Fee Policy Guidelines.

3. In accordance with the general provisions of the Long-term Protocol for the University of Toronto, Innis College and the Innis College Student Society have agreed to the following set of provisions for dealing with compulsory non-tuition-related fees for students registered at Innis College.

B. Application

1. This Agreement applies to the ancillary fees listed in Appendix B.

2. The parties acknowledge that all decisions relating to services offered by Innis College and the fees charged for them remain within the jurisdiction of the Governing Council of the University of Toronto, on the advice of Innis College Council.

C. Term of the Agreement

1. This Agreement shall be in effect without term, unless Innis College or the Innis College Student Society shall give notice of termination of the agreement at least one year in advance.
D. The Student Services Committee

1. The parties agree that there will be a body at Innis College, to be known as "the Student Services Committee", whose composition, powers and duties are described in Appendix A. The composition, power and duties of the Committee may be amended from time to time by Innis College Council, except that amendments shall require the approval of the Innis College Student Society.

E. The means by which students will be involved in decisions to increase compulsory non-tuition-related fees or to introduce new ones

1. Each year, the Principal of Innis College, in consultation with the appropriate persons in the College, will review and where necessary realign the existing budgets among the Student Services at the College, subject to any required approvals within the College or the University. This will not imply or cause an increase in overall levels of expense funded by the fees covered by this Agreement, but may result in the reallocation of available resources in response to changing service demands. Any service implications arising from such reallocations will be submitted both to the Student Services Committee and to Innis College Council. Reallocations may not, without appropriate approval, result in the creation of a new service or the discontinuation or impairment of an existing service which is funded by fees covered by this Agreement.

2. All proposals for the increase, decrease, introduction, or elimination of a fee covered by this Agreement shall first be considered by the Student Services Committee, whose advice on the proposed change shall be conveyed to the Innis College Council and then to the Governing Council.

3. The approval by Innis College Council, and subsequently by the Governing Council, of any increases of existing fees and of all new fees covered by the Agreement shall require the consent of the majority of student members of Student Services Committee present at the meeting at which approval of such a fee increase is to be considered.

4. The recommendations of the Student Services Committee on operating plans and changes in fees will be conveyed to the appropriate body or person within Innis College by the appropriate administrative officer. Where the advice of the administrative officer differs from the advice given by the Student Services Committee with respect to operating plans or fees increases, such advice will be forwarded to the Moderator of the Student Services Committee in sufficient time to allow representation to be made by the Student Services Committee to the appropriate body or person within the College.
F. Seeking of Ratification

Each of the parties to this agreement undertakes to recommend to the appropriate body that this Agreement be approved, without amendment or alteration.

Signed this 26th day of February 1997.

Principal
Innis College

President
Innis College Student Society
1. **Purpose:**

The Student Services Committee is established to enhance the experience of the students at Innis College by promoting the provision of the most efficient and effective student services.

2. **Powers and Duties**

The Student Services Committee shall have the following powers and duties:

(a) to advise the Principal of Innis College and Innis College Council on policy for student services offered in the College

(b) to review in detail the annual operating plans, including budgets, for any service funded or subsidized by the fees covered by this Agreement and any supplementary spending plans for any unexpended revenue from the Student Services Fees, and to offer its advice to the Principal and to College Council on these plans

(c) to receive information on student services in order to consider current issues in the services and among the services, and to serve as a mechanism of information, communication and co-operation between the student services and students

(e) to achieve these ends, to receive regular reports on the services from the Principal or the appropriate College officer

(f) to advise Innis College Council on proposals for expansion or reduction of student services, including recommendations for new services and for the elimination of services

(g) to consider and make recommendations to the appropriate body regarding the allocation of space for student services, and student societies

(h) to serve as a forum for discussion of student life at Innis College
3. **Membership and Terms of Office**

(a) The following thirteen persons shall be voting members of the Student Services Committee:

- the Speakers of Innis College Council
- the Principal of Innis College
- the Registrar of Innis College
- the President and the Vice-President, Services, of the Innis College Student Society
- the President of the Innis Residence Council
- three students, registered at Innis College, selected by the Innis College Student Society
- the Librarian, Innis College
- a Principal's appointee to Innis College Council
- the Building Manager, Innis College

(b) The Council shall appoint a moderator, who shall be eligible to vote, from among the membership of the Committee.

(c) Members of the Committee shall hold office from October 1st until the next September 30th, at the pleasure of the body that appointed them.

(d) Vacancies shall be filled by the body which made the appointment.

(e) Persons attending on behalf of absent members may speak at the discretion of the Chair, but may not vote.

(f) Proxy voting is not permitted.

4. Nine members present, of whom at least five shall be students, shall constitute a quorum of the Committee.