



University Of Toronto Mississauga
Students' Union

Local 109 of the Canadian Federation of Students

University of Toronto at Mississauga Students' Union (UTMSU)

CLUBS' HANDBOOK

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Definitions and Interpretations

1) Definition of "Union recognized"

"Union recognized" means a club that has submitted all components of its Recognition or Re-recognition documents and has received explicit approval of these documents from the appropriate party.

2) Definition of "UTMSU member"

"UTMSU member" means all individuals who have registered as undergraduate full-time or part-time students in a program leading to a degree or diploma at the University of Toronto Mississauga.

3) Definition of "Associate member"

"Associate member" is a member of the club who is not a UTMSU member and is not eligible for voting in club elections. An associate member can attend club events and help out with club happenings.

4) Definition of "Academic year"

"Academic year" for this handbook purposes starts from May 1st and ends on April 30th

5) Definition of "Bank Statement"

"Bank Statement" is the monthly report of the club's account activities mailed from the club's respective bank.

6) Definition of "Financial Statement"

"Financial Statement" is the report compiled by the club's Financial Secretary or equivalent demonstrating the club's financial cash flow and progress.

7) Definition of "UTMSU Council"

"UTMSU Council" are the various UTMSU Executives as a collective group.

REQUIREMENTS FOR UTMSU RECOGNIZED CLUBS

1. All Union recognized clubs must have a constitution on file with UTMSU that meets all of UTMSU's constitutional guidelines. A copy of the format and article requirements for this constitution is included on page six (6) of this handbook.
2. All Union recognized clubs must adhere to UTMSU's club-related policies as stipulated in this handbook, the UTMSU Constitution, and the University Of Toronto Student Code Of Conduct at the discretion of the Clubs' Committee of UTMSU.
3. The executive council of all Union recognized clubs must be comprised of UTMSU members.
4. All voting members must possess UTMSU membership. Alumni may be associate members who are not eligible to vote in club elections. All clubs must submit a minimum list of at least twenty-five (25) voting members - including names, student numbers and e-mail addresses - within ten days following Clubs' Week to receive full recognition status.
5. All Union recognized clubs must be open to all UTMSU members regardless of race, religion, gender, academic inclination, age, and sexual orientation. This non-exclusionary policy is all encompassing and is to be reflected on every aspect of club policy.
6. A minimum of 50 club members after Clubs' Week are required to be eligible for shared occupancy of any of UTMSU's Club Office Space. For sole occupancy, a minimum of 150 club members are required.
7. The VP Campus Life, VP Campus Life Associate, and Clubs' Coordinator are recognized as honorary members of all Union recognized clubs and receive membership benefits for all clubs. Consequently, the Clubs' Coordinator and VP Campus Life must receive a copy of each e-mail sent out to members of the club with regards to large events that can be accommodated by the UTMSU Calendar.
8. A club bank account is mandatory for all Union recognized clubs, unless the Clubs' Committee explicitly grants an exception. All club bank accounts must be registered under the name of the club and never in the name of an individual. A copy of the bank statement containing the club name must be submitted to the VP Campus Life by the last day of February, along with the names of the new executives taking over the signing rights of the account. Each account must require two signatures for all expenditures.
9. UTMSU withholds the right to seize any bank account for a club that has been inactive for 12 months or more.
10. All Union recognized clubs must submit a club curriculum of events for the upcoming academic year by the first Clubs' Training Session.
11. At least two executives per club, preferably the President accompanied by the Financial Secretary or equivalent, must attend at least two Clubs' Training Sessions. Clubs cannot miss more than two of the three Clubs' Training Sessions offered between May 1st and April 30th of each academic year.
12. With the exception of the Blind Duck Pub and all other venues requiring a monetary fee, two thirds of the people at a club event held at a room booked at UTM must be UTM students.

13. Each club must host at least one event each term that is open to all University of Toronto students.
14. All recognized clubs must check their mailboxes and UTMSU forums weekly in the Fall and Winter sessions.
15. Re-recognition at the end of each academic year will be dependent upon submission of a renewal package including:
 - A list of the following academic year's executive, including names, titles, telephone numbers, addresses and working e-mail addresses.
 - An up-to-date bank statement.
 - A year-end financial statement.
 - A completed optional Office Space Request form, which can be picked up at the UTMSU office or downloaded from the UTMSU website. This form is solely required if the club wishes to be considered for a club office space the following year.
16. All clubs must have completed all election procedures by the end of February.
17. Signing rights to club bank account must be switched over to succeeding executives prior to the last Friday of April. **Failure can result in loss of UTMSU club status.**
18. All club communication must be in English.



Re-recognition packages must be submitted to the Clubs' Coordinator by the last Friday of April no later than 4:00p.m or as determined and announced by the VP Campus Life. **Non-submission of a re-recognition package will have the immediate effect of cancellation of UTMSU club status, after which, club executive will have to submit forms pertaining to recognition as a brand-new UTMSU club.**

CLUB RECOGNITION PROCEDURE

The procedure for applying for recognition as a new club is as follows:

1. A completed application for recognition must be submitted to the VP Campus Life. The application forms are available online and in the UTMSU office.
2. A signature list of at least 25 UTMSU members must be submitted showing their interest in forming the proposed club.
3. A constitution for the club as outlined on Page six (6) of this handbook must be submitted as well. Each club constitution must be concise, organized and representative of the requirements set out in this handbook. Club constitutions must be no longer than six (6) pages in length including an appropriate title page.
4. If after the submission of the above items the Clubs Committee ascertains that the club has the potential to be accepted, the club recognition package will be presented to and reviewed by the Clubs Committee.

All new clubs will undergo a one-year probationary period during which only partial benefit of club recognition will be granted. During the said probationary period, clubs shall not be apply for office space.

CLUB CONSTITUTION

New clubs must see the VP Campus life before submitting a constitution to prevent a mismatch between club constitutions and that of UTMSU.

Any modification in a club's constitution should be approved by unanimous consent of the executives or by a majority of the membership. The VP Campus Life, Clubs Coordinator, or Associate must be involved in the modification process. For modification to pass, a general meeting must occur where all members of the club are informed and invited through mass e-mail. The majority of the attendees to this general meeting must then vote in favour of the modification for it to be subsequently accepted.

All clubs recognized by UTMSU must adhere to the following constitutional guidelines. A copy of the constitution from each club must be kept on file at UTMSU; the copy with UTMSU will be considered the official constitution of that club. Please indicate Article # and follow the following format precisely.

Article I: Name

State the full name of the club; this must include any affiliations and abbreviations.

Article II: Purpose

Outline the purpose or goals of the club; this may include any cultural or academic objectives.

Article III: Membership

Membership must be open to all UTMSU members.

Community members and alumni may also be members as solely associates.

Each club is required to define a membership fee or lack thereof for a student to become a member. The details of the clubs' membership fee structure must also be stated here.

Article IV: Executive

List all the executive titles and outline the duties of each. This list must include at least four executives, including one position responsible for controlling the club funds and cash flow.

Article V: Meetings

Indicate frequencies of executive meetings and general meetings open to all members of the club. Club must have one General Meeting per Fall and per Winter semester for members where the mission, goals, and accomplishments of the club are shared with all club members in addition to a detailed report on the financial condition of the club if particularly requested by any member.

Article VI: Elections

Clubs must follow set election dates and procedures, including the procedure of nomination, majority vote and eligibility of vote. Students may create additional positions in September particularly for first-year students in an effort to encourage first-year student involvement. If election procedures are deemed to be unfair by reasonable standards,

these results will be subject to petition by a member and a re-election will be held under the supervision of the UTMSU Clubs' Coordinator.

Election Procedures:

- All registered clubs must hold an election by the end of February.
 - Elections must open to all interested candidates that are UTMSU registered members of the club.
 - Advertising for elections are mandatory and are to take place over a period of a minimum of one week. Advertising must be visible throughout campus. Mass emails should be sent to all UTMSU registered members of the club as well as the Clubs Coordinator and VP Campus Life prior to the week of accepting nominations.
All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be non-biased and must be approved by the club executive and the Clubs' Coordinator.
 - A nomination period following the advertising period should be set for a period of at least one week.
A campaign week will be held in the week following nominations' close.
 - Elections are to take place at a location designated for this purpose by the clubs' executive in the week following campaigning, consisting of a period of two or three days. In the case of a by-election, clubs must still follow the above regulations.
- If no one opts to run in the election for a particular position, the former executives have the right to
- collectively appoint a suitable candidate for that position. This candidate must be subsequently approved by the VP Campus Life.

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Clubs' Coordinator in a written format within 72 hours of the election.

The Clubs committee withholds the right to nullify any club election results if evidence of gross misconduct has been found in the operation of the election.

Non-occurrence of elections will result in immediate effect of cancellation of club status.

Non-submission of election results will result in later loss of club status through the Clubs Committee.

*** If undemocratic election procedures are suspected, the election results or even the club status may be put forward to the Clubs Committee by the VP Campus Life.***

Article VII: REMOVAL FROM OFFICE

Removal from office can occur after the VP Campus Life has issued two verbal warnings and the Clubs Committee has issued one written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them.

Alternatively, an executive member may be removed from office by the club itself for failing to perform his/her duties as defined by the club constitution and by-laws. Such removal will occur if, and only if, the following conditions are satisfied:

- a) A request be submitted to the VP Campus Life which should:
 - i. Be signed by at least 30% of the club membership or two-thirds (2/3) of the club executive membership
 - ii. Specify the alleged incidents of neglect of duty.
- b) Upon receipt of request, the council shall be required to hold a referendum within twenty days.
- c) In case of a council member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

LIST OF EVENTS AND BUDGET

Each club recognized by UTMSU must submit a list of events for the entire academic year and a budget for these events ten days after Clubs' Week. This list should include the name of the event and definite or tentative dates. Please keep the Clubs' Coordinator up-to-date on any changes. The budget should outline anticipated revenues and expenses for each event. *The Clubs' Coordinator reserves the right to require a club to re-submit a budget if deemed inaccurate or does not follow the guidelines.*

CLUB BUDGETING POLICY

Club funding is allocated to clubs by two methods: Long Term Funding (divided into the initial Long Term Funding application and the year end Financial Statement) and Short Term Funding. The deadline for funding applications is listed in this subsection but can be changed by the discretion of the VP Campus Life or Clubs' Coordinator.

In order to be eligible for funding through UTMSU, clubs must:

- be recognized by UTMSU
- attend two of the mandatory club executive Training Sessions during of the academic year
- submit a detailed financial breakdown of the events in the school year
- submit bank statements of the previous year and the current account

It is the club's responsibility to keep the Clubs Coordinator up-to-date on any changes. *The Clubs Coordinator reserves the right to require a club to re-submit a budget if deemed inaccurate or does not follow the guidelines.*

Long Term Funding

Each club recognized by UTMSU must submit a list of events for the entire academic year and a budget for these events no later than ten days after Clubs' Week. This list should include the name of the events and definite or tentative dates. The budget should also outline anticipated revenues and

expenses for each event. Based on this statement (and other conditions listed below), the Clubs Committee, under by the UTMSU Board of Directors, will allocate a budget to the club. Clubs are entitled to appeal their budget to the Clubs' Committee. All appeals must be submitted in text or print form in an email or letter addressed to the Clubs Coordinator.

Funding will be distributed based on a 70-30 system with 70% of the approved club budget allotted in the Fall semester and the last 30% distributed if the first 70% is spent wisely and conditional to the approval of their financial statements and submission of election documents. An audit of the 70% expenditures will be conducted. Once complete the 30% will be released to the club.

Criteria for Funding

Funding will be allocated to clubs based on the following criteria:

- Club awards/Award nominations
- Total UTMSU club budget and amount of clubs requesting funding
- Size of active membership
- Involvement of the club as a part of the UTeam squad
 - Quality of events planned
 - Frequency of events planned
 - Previous spending habits
 - Audit report from previous year

Short Term Funding

In the event that a club needs financial support for an extra occasion not stated in their Long Term Funding application, they are entitled to submit a Short Term Funding application. This consists of a detailed breakdown of the event and the amount requested.

Financial Statements

Financial Statements must be submitted to the UTMSU office as part of the year end renewal package from the last day of Unity Through Diversity to the last Friday of April no later than 4:00pm. Non-submission will have the immediate effect of cancellation of club status.

Financial Statements must include the following:

- Budget allocated in the Fall (this is just a number. Eg. \$1000 budget, \$700 received.)
- Total amount spent during the year
- A detailed financial breakdown of the events and receipts for each item
- Bank Statements
- The name of the two signing officers of the club bank account
- Contact information of the creator of the financial statements

All club financial statements must be typed. *UTMSU and the Clubs Coordinator reserve the right to reject any Club Financial Statement that does not meet specified standards.*

Financial statements will be audited by the UTMSU Clubs Audit Team (hired) and approved by the Clubs Committee before the remaining 30% of funding is released. Auditing of Financial Statements will take up to two weeks. The VP Campus Life or Clubs Coordinator for the school year will provide clubs a more detailed and specific list of important deadlines for clubs.

AUDITING SYSTEM

An audit of the 70% expenditures will be conducted. Once complete the 30% will be released to the club. All clubs are expected to hand in the receipts for their 70%. Failure to do this will result in receipt of a decrease or 0% of the 30% remaining funding.

CLUB FINANCIAL STATEMENTS

In accordance with business practices, all Club Financial Statements must be typed. The Clubs' Committee and the Clubs' Coordinator reserve the right to reject any Club Financial Statement that does not meet specified standards.

A workshop on creating a financial statement for a club will be held in January and it is MANDATORY for the finance officers of each club to attend it. If they are unable to do so, they must get an attendance waiver from the Clubs' Coordinator and set up an alternate time to discuss the statement requirements. Financial Statements must be submitted to the UTMSU office, as part of the year-end re-recognition package, on the last Friday of April, no later than 4:00 p.m. **Non-submission will have the immediate effect of cancellation of club status.**

CLUBS' COMMITTEE CONSTITUENTS

All funding and recognition requests must be addressed and approved by the Clubs Committee of UTMSU.

The Membership of the UTM Clubs Committee is as follows:

President
Vice-President, Campus Life
Vice-President, Internal and Services
One (1) Director from Division I
One (1) Director from Division II

One (1) Director from Division III

One (1) additional Directors from Division I, II and/or III

Three (3) additional non-voting community members from Union recognized campus clubs who can be the VP Campus Life Associate, the Clubs' Coordinator and the Clubs' Funding Coordinator.

Alternatively, community members can be selected using the following method: At the beginning of the term, the Incoming Committee is responsible for advertising the three (3) community membership available. The Committee makes a reasonable effort to contact campus clubs and conduct a callout for nominations. It reviews the applications submitted, selects Committee members and recommends them to the Board of Directors.

CLUB PRIVILEGES RECOGNIZED BY UTMSU

With some exceptions for newly recognized clubs, all recognized clubs have the privilege to:

- Request financial assistance from UTMSU
- Request project aid from UTMSU
- Request the use of a club office, possibly furnished with a desk and a chair. UTMSU does not guarantee requests. In addition, clubs must be prepared to share office space with another club. The office distribution is at the discretion of the Clubs' Coordinator.
- Have free advertising of club events by means of the Club poster wall, CFRE Radio, the online forums and calendar found at <http://www.utmsu.ca>.
- Have the use of a mailbox in the UTMSU office.
- Use and reserve rooms, equipment, food and beverage services on campus upon request in compliance with UTMSU policies:
 - Tables and rooms must be booked through UTMSU Equipment and food and beverage service must be booked through the appropriate departments on campus.
 - Club privileges may be revoked if the club does not pay their invoices or if rules and regulations outlined by UTMSU, Conference Services, Audio/Visual Department, or Food Services are not followed.

ULIFE

1. What is Ulife?

The Ulife website is the central source of a large and diverse collection of student clubs, organizations and activities on all three U of T campuses. Entries include film appreciation clubs, debating societies, sports teams, social activism, drop-in classes, and research opportunities and awards. You can browse the site or search by keyword and can sort by campus. U of T developed Ulife to help students benefit to the fullest from their university experience including life beyond the classroom.

2. By applying for recognition through Ulife, is my group also recognized by UTMSU?

No. Approval of your group via Ulife gives your group recognition by the University of Toronto. The U of T Students' Union (UTSU) administers its own recognition process. Visit the UTMSU web site for information. <http://www.utmsu.ca/>

3. Benefits of Ulife

- Necessary for table and room bookings outside the Student Centre
- More exposure for the club
- Allows the use of 'University of Toronto' in Club Name
- Another advertising avenue
- Discount with Chartwells for food orders outside the student centre.

4. How to apply for Ulife?

- Please visit: <https://ulife.utoronto.ca> or email Nancy Allison: nancy.allison@utoronto.ca

BULK T-SHIRT PURCHASING OPTION

UTMSU will be offering a bulk purchasing t-shirt option for all Clubs at a reduced rate. If your club is interested in purchasing t-shirts with your logo, please download document on the UTMSU website and contact your VP Campus Life represent for further details.

WARNING SYSTEM

A written warning will be presented to any club or club executive that fails to abide by regulations announced by the Clubs' Coordinator and/or outlined in this handbook. Warnings from other clubs about club policies not being followed may also warrant written warning at the discretion of the Clubs' Coordinator.

- If a club or executive received two written warnings, it will lose its room booking privileges for a period of six (6) months.
- Any further warning will lead to the loss of club status or removal of the club executive in question.

UTMSU FINANCIAL ASSISTANCE SYSTEM

All clubs must have a bank account in order to receive funding from UTMSU. Also, all clubs must submit an end of session financial statement before requesting UTMSU club financial assistance. UTMSU maintains a standing policy that states that funds will not be granted to clubs who have outstanding debts and budgets will not be considered until a Club Financial Statement is submitted and approved. Debt payback must also be stipulated before the 30% funding is administered.

BASE FINANCIAL ASSISTANCE

All clubs recognized by UTMSU are eligible for a base allowance that is determined at the beginning of each year by the UTMSU council, provided that they have met all the club requirements.

This allowance is a resource for start-up expenses (pens, paper, etc) and in some cases events held by the club. The base assistance is calculated on a dollar basis at the discretion of the VP Campus Life and Clubs' Funding Coordinator and allows clubs request a of claim initial expenses to contributes to the success of events. No request is guaranteed. Approval must be received. Clubs will not be reimbursed for an event for which assistance was requested but not approved.

UTMSU reserves the authority to deny the reimbursement of "Off-Campus Events". UTMSU will only reimburse off-campus events which cannot be held in similar fashion on the University of Toronto campuses and which remain openly advertised for all University of Toronto students to attend.

Any club that is planning an event for which they do not have sufficient funds on hand must contact the Clubs' Coordinator prior to the event. A club that consistently runs events that result in significant losses without contacting and receiving written confirmation of reimbursement from the Clubs' Coordinator and the V.P Campus Life prior to the events assumes the risk of not being reimbursed.

DEFUNCT CLUB FINANCIAL POLICY

Clubs are responsible for maintaining their bank accounts and wholly resolving all debts with all creditors. UTMSU will not be responsible for any debt incurred by any club, either during its existence, or after it has become defunct. Any funds remaining in a club's bank account after it has become defunct will go to UTMSU for the purpose of being lent to other clubs in need of financial assistance.

All Clubs will be responsible for providing a letter to their respective banks stating UTMSU's right to seize all assets if the bank account remains inactive for 12 months or longer.

CLUB OFFICE SPACE POLICY

Every club that wishes to have an office must complete an Office Application Form, which can be obtained from the UTMSU office or at www.utmsu.ca. UTMSU is in no way responsible or liable for any property loss or damage done to the Club Office, whether by theft or vandalism. The club is responsible for all contents of the office and is strongly advised against leaving any valuables or money in the office unaccompanied.

Each club executive receiving an office key must submit a \$10.00 deposit at the beginning of the year, which can be claimed when the key is returned. These deposits must be collected by the president of

the club and handed in to the UTMSU office along with a completed Student Center Key Card Agreement Form.

Club offices are places of business and should be treated as such. As well, club offices are a part of the University of Toronto and are subject to its policies and regulations. Therefore, executives of a recognized UTMSU club may be granted office keys, and as such the office may only be in use with the presence of an executive at all times. Smoking and alcohol are strictly prohibited in club offices. In addition, club windows can only be covered one third of the way from the floor up. Failure to acknowledge any policies and regulations will result in an official written reprimand, which will go on file for a first offense. A second offense will result in expulsion from the club office and loss of the security deposit.

Club offices are not storage units, and although it is understood that some storage of materials used for club operations is justifiable, it is a general rule that club offices should not be used as primarily storage rooms. Any club that uses their office mostly for storage and is not maintaining regular office hours may have its privilege to an office space revoked.

The Clubs' Coordinator shall use the following criteria to serve as a basis for office allocation:

- 1) Application received before the deadline.
- 2) Previous treatment of office space.
- 3) Club activity: bases on the past year's events, visibility and accessibility.
- 4) Membership:
 - Size of the club in the previous year.
 - Expansion as an indication of the club's effort.
- 5) A group that is viable and representative of the university both on and off campus.
- 6) Fulfillment of required office hours.
- 7) Availability of space.
- 8) Club involvement and participation in the UTeam

Other factors may also contribute to the decision such as financial responsibility, club's awards and recognition from the UTMSU and professional attitude as demonstrated by the club and its executive.

Where possible, offices will be furnished with a desk and chair. UTMSU furniture must not be removed from the office to which it was allocated. The Office Checklist must be completed and keys returned before the last Friday of April. An exemption can be requested in writing and is to the discretion of the Clubs' Coordinator. If the checklist is not completed and the keys are not returned, the club will forfeit their deposit. If a key is lost, a further \$20.00 fee needs to be submitted which will be used to pay for the replacement in addition to the original \$10.00 deposit.

CLUB OFFICE HOURS POLICY

All club offices will be accessible only during the Student Centre Info Booth hours. At all other times, this area will be locked up. Anyone found in the club offices after these hours without a special permission form risks losing office privileges for the club.

Club executives of each club are required to collectively perform ten posted office hours per week. Office hours must be posted on the door of the club's office at all times. The Clubs' Coordinator will perform periodic checks to confirm compliance. Failure to perform these hours will result in:

- A written warning issued to the club.
- A second failure will result in a second written warning.
- A third failure may result in a loss of club recognition status and/or office space privileges.

Extended Hours Policy

All clubs requesting special permission for extended office hours beyond the operation of the Student Centre Info Booth hours must request permission from the UTMSU. The names and phone numbers of people who will be in the office must be submitted to the Clubs' Coordinator along with the reason for the extension request and the proposed extension time one week prior to the time requested, and the submission must be typed and e-mailed as an attachment. Please wait for a response from the Clubs' Coordinator via e-mail as a confirmation of extended hours approval.

At least one person on the submitted list and in this area after hours must be an executive member of the club. Only those people found on the list submitted to the Clubs' Coordinator are permitted access to the Student Centre and only at the time requested in. Any changes to this must be made in writing no less than 24 hours before the time for which permission is requested. Anyone found in the office area after hours without permission risks the **loss of all club privileges, including recognition.**

BOOKINGS – Room, Table, Equipment, Food/Beverage

University of Toronto at Mississauga offers many services to all Union recognized clubs. These services are offered through the UTMSU office. All bookings must be made in person. Please ensure you cancel the booking prior to the scheduled time if you no longer need it. Two-thirds of the people attending a club event in any of the Student Center rooms must be UTM students. The Blind Duck's policy regarding this is set by the General Manager of the Blind Duck.

Room bookings can be made no less than two weeks prior to the event. Please note that this does not guarantee room availability - the earlier you book, the better. To book a room, clubs must adhere to the following rules and processes:

1. Obtain a login authorization to the online booking system from the Student Centre Office Manager. Please note, only club presidents or designate will be granted access to the online booking system.
2. Go to the UTMSU website online and click on the "Student Centre Bookings" link under "Student Services".
3. Login with UTORID and password.
4. Book the room of choice at the desired time.

You will be notified by phone or email only if and only if the booking cannot be made. After your events, make sure all the furniture has been returned to its original place. If the room setup was changed by the club and then not re-set, a minimum housekeeping charge of \$50 will be billed to the club. If a club finds a room not set according to the proper layout, they should report this to the UTMSU Office Manager and restore the layout on leaving the room. If any rules or regulations outlined by the University of Toronto or UTMSU are broken, the club will lose their booking privileges.

If a club has an ongoing event, a Student Centre room can be booked for up to a month in advance, depending on availability. For instance, an event happening every Thursday at 4:00 p.m. can only be booked for one month at a time.

Table bookings can be made no less than two weeks prior to the event. Tables must be obtained from the Student Centre Info Booth and you must return the table to the Info Booth to be put away after the booking. The InfoBooth will collect a student card when you obtain the table which will be returned when the table is returned to the Info Booth staff.

For equipment rentals, you must contact Campus Infrastructure and Facilities. They can be reached at 905-828-5443. The Data Cart can be signed out from the Student Center Events Coordinator. For media audio visual related equipment or podiums, please contact the Instructional Media Services department at 905-828-5242. They require an email to be sent to crt@utm.utoronto.ca and mention you are a Union recognized club to receive a discount.

For food/beverage services, please refer to the Food Policy handout.

Any bookings for the Blind Duck must be done through its Manager (905-828-5463).

GUIDELINES FOR ADVERTISING CLUB EVENTS

Any and all postings on campus must conform to both the Clubs non-exclusionary policy and the UTMSU bulletin boards and wall surfaces advertising policy. Please note that all advertising must be in English or an English translation should be provided.

Clubs Poster Wall

- The Club Poster Wall is located in the Meeting Place opposite the elevator. There is a maximum of one 2' x 3' poster, or four 8-1/2" x 11" posters (posters cannot be taped together to form a large banner). All posters must be stamped before they are to be used. Posters can be stamped during office hours at the Info Booth. Use only masking tape when taping the posters on to the Club Wall. All other boards require push pins to be used. It is the club's responsibility to ensure obedience of dimension requirements and to remove posters from the Wall after all events. If dimension requirements are not met and posters are left on the Wall after the date of the event, the club may lose its posting privileges at the discretion of the Clubs' Coordinator.

UTMSU Bulletin Boards

- Before posting club events, clubs' postings must receive the UTMSU stamp or risk having them removed from the boards. Posters or flyers can be stamped at the

Info Booth. Clubs are responsible for removing their own posters after events.

A size limit of 8-1/2" x 11" per poster board and a maximum of 8 advertisements (1 sheet maximum per board) applies. Push pins may only be used on the UTMSU bulletin boards.

UTMSU Forums and Calendar

- This is a free service provided by UTMSU for all Union recognized clubs. The Clubs' Coordinator can post events online on the UTMSU calendar at the request of club executives who must then provide the details of the event.

CFRE Radio

- All clubs have access to limited airtime on CFRE Radio at no cost. For additional airtime, please see CFRE Radio located in the Student Centre.

Clubs' Advertising Wall

All clubs are granted advertising privileges on the Club Wall in the Davis Building. The Clubs' Coordinator will set a date and time during the semester to clean this wall and a representative from each club is required to help. Failure to show up will result in a club not being allowed to advertise on that wall.

EXTERNAL SPONSORSHIP OF CLUB EVENTS

Clubs are allowed to ask for sponsorship from external and/or internal organizations and they may advertise for them at their event. However, restaurants, pubs or nightclubs are not allowed to be advertised even if they are willing to donate to a club event. In addition, it is recommended that a club discuss their sponsorship intentions with the Clubs' Coordinator to prevent any misunderstanding.

CLUB ENVIRONMENTAL SUSTAINABILITY POLICY

Preamble

UTMSU has the opportunity through clubs to become a leader in the area of sustainability at the University of Toronto Mississauga by adopting an innovative, well-researched and achievable sustainability action plan. It is necessary for the Students' Union to demonstrate its own sustainable practices and behaviour. By demonstrating a commitment to sustainability the clubs will be leading by example in promoting a culture of responsible global citizenship to the campus community.

All clubs are therefore required to adhere to the following sustainability guidelines. Failure to comply with these guidelines will result in a warning issued by UTMSU's Sustainability Coordinators.

1. With respect to advertising:

Where possible, clubs are encouraged to use paperless forms of advertisement such as: the Student Center newsletter, email mailing lists, Facebook, Twitter, websites or blogs, Blackboard, the library televisions, class speaks, CFRE etc.

When deemed necessary, paper advertisements are permitted but are however subject to the following restrictions:

- a. Clubs must strive to use paper that contains at least some recycled content
- b. As posters create a great deal of visual pollution and waste, clubs must limit the number of posters printed to 8 posters per event. If poster printing is to exceed 8 posters, the Sustainability Coordinators must be consulted prior to printing
- c. All posters are required to be printed on non-glossy paper
- d. All promotional material(s), where feasible, are to contain the following phrase: "Please pass this on to a friend and recycle after use."
- e. Flyers are to be limited to up to 50 flyers per day of event up to a maximum of 250 flyers
- f. Flyers are not be larger than half a page (6" by 6")

2. With respect to events:

Where possible, clubs are encouraged to make their events as sustainable as possible and meet the following guidelines:

- a. Clubs are encouraged to limit disposable item usage at events by using biodegradable products or cutlery
- b. Whereas water is a universal right and must be consumed sustainably and protected, clubs are prohibited from providing or selling bottled water at events, unless absolutely necessary for safety precautions which must then be discussed with the Sustainability Coordinators at UTMSU. Bottled water is resource intensive: its processing, transportation, and disposal cost a lot more than tap water. Instead of purchasing bottled water, clubs are encouraged to use pitchers and biodegradable cups. Pitchers are available for use without fee from the Blind Duck.
- c. Clubs are encouraged to support sustainable food practices by purchasing food ranked in the following order of preference:
 1. Local
 2. Sustainable Agriculture
 3. Organic and/or Fair trade.

In addition, clubs should preference businesses who maintain:

- a. Minimal packaging that is environmentally friendly such as biodegradable and recyclable
- b. Recycling and composting at their outlets.
- d. Clubs are further encouraged to provide a minimum of 50% vegetarian or vegan food. Vegetarian and vegan fare is healthy, inclusive, and diverse. Unlike meat, it does not pose undue burden on any of the religious or cultural diets represented at the University of Toronto.
- e. When hosting an event off campus, clubs are encouraged to provide mass transit options for their members.

3. With Respect to Office Space and General Administration:

Whereas clubs communicate with the union on a frequent basis and this generates a lot of paperwork, all club submissions to UTMSU must be printed double sided and contain at least some recycled content.

Furthermore, clubs generate a lot of waste in their respective club offices; clubs therefore are asked to remove waste bins from individual club offices and rely on existing bins throughout the student center.

Enforcement:

Failure to comply with these guidelines will result in a written warning issued by UTMSU's Sustainability Coordinators.

Continued failure to comply with these guidelines after repeat warnings may result in:

- Suspension of room booking privileges
- Suspension of printing and poster privileges
- Reduced subsequent club funding
- Revoking of office space or loss of club recognition in the event of persistent, unapologetic offenses to the policy

**Additional information on warnings can be found in the sub-topic: Warning System*

CLUB INFORMATION MEETINGS

The Club Information Meetings' primary focus is to bring representatives from all clubs on campus together into an open forum for purposes of communicating changes in policy, items of interest, etc. This committee will meet once a month and a representative from each club must attend. If it is not possible for any executive of the club to attend, then a written request for exemption must be submitted, accounting for every executive on the club. Failure to attend will result in:

- Written warning on the first offence.
- Room booking privileges removed on the second offence.
- Suspension of a club for a year on the third offence.

The Clubs' Coordinator or VP Campus Life will act as Chairperson of this committee.

TRAINING SESSIONS

The Clubs' Coordinator will organize one Training Session per semester whereby at least two executives from each club, preferably the President in conjunction with the Financial Secretary or equivalent, must attend. Reprimand for non attendance is the same as for any Club Information meeting.

Meetings Summoned by the President

According to Section 14(g) of the UTMSU constitution, the President may call a mandatory meeting with any and all clubs on campus if he ever deems necessary.

CLUB COMMUNICATION WITH UTMSU

In order to make communication between the clubs and UTMSU easier and simpler, the following guidelines have been set up. Failure to follow the guidelines could result in delays in processing your request or other penalties being imposed.

- No document required in the Clubs Re-recognition Form, Club Recognition Form, or Club Funding Form
- will be accepted in handwritten format or by e-mail. These documents must be submitted in person at the UTMSU office
- All typed documents must be in size 12, legible font on white paper.
- In all correspondence with UTMSU (email, in person, etc.), clubs must give their full name and then acronyms in brackets if need be. The sender(s) must give their full name and title in the correspondence as well.
- Clubs have to use the UTMSU Clubs forms available on the UTMSU website only when applying for funding. Other documentation may be attached as necessary, but failure to legibly fill out and attach the Club Funding Form will result in delays in processing, or even non-processing of request.
Members list submitted to UTMSU has to be typed up and must include the full name, student number and email address of all students.
Faxes will not be accepted.
Any document with more than one page must be stapled. Alternatively, large paper clips are also acceptable.
All staples must be on the top left corner of the package.
- Do not submit any documents in envelopes, folders, or any other binder or container.
- Every page of any documents submitted by clubs must have the date in the following format on the top-right-hand corner of every printed side/page:
First 3 letters of the month, date, full 4 digits of the year.
E.g.: Sep 29, 2009 OR Oct 2, 2010
UTMSU will keep documents for clubs going back to a maximum of 5 years earlier.

CLUB OF THE YEAR AWARD

At the end of the year, one club is awarded the Club of the Year award and this is based on the following criteria:

- Events held, including larger events and smaller weekly events
 - Diversity of the events
 - Keeping their members informed
 - Event attendance
 - Initiative taken
 - Collaboration with other clubs
 - Involvement and participation in UTMSU's UTeam initiative
 - Submission of required paperwork on time
 - Charitable works.
- Funding – efforts made by the club to go beyond their own resources to improve the quality of their events.

Club Acknowledgement Sheet

I have read and understood the policies outlined within the Clubs Hand book. As a club executive, I will do my best to adhere to the information presented within this document and understand the consequence if not met.

Name: _____

Club Name: _____

Position: _____

Date: _____

Signature: _____

Please hand in this form with your recognition documents.

Thank you,

VP Campus Life - UTMSU