



University Of Toronto Mississauga  
Students' Union

Local 109 of the Canadian Federation of Students

# CLUBS HANDBOOK 2018-2019

**By: Ramzi Thabit**

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# CLUB BASICS

## 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 1<sup>st</sup> and ends on April 30<sup>th</sup>*

### 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) Recognition

- a. Re-recognition
- b. New Club Recognition

# RULES AND RESPONSIBILITIES

## Privileges of Union Recognized Clubs

Union recognized clubs will have access to the below stated privileges:

1. Access to book rooms without charge in the Student Centre (excluding the Blind Duck Pub)
2. Access to book tables without charge in the Student Centre
3. Access to book a photographer or videographer
4. Access to a Graphic Designer to develop free promotional material
5. Access to book Audio Visual equipment
6. Access to Office Space within the Student Centre
7. Access to Club Lockers within the Student Centre
8. Access to base club funding
9. Access to promotional, financial, and collaborative support through various UTMSU initiatives such as Collaborative Request, Emergency Request, and Summer Funding.
10. Access to project aid from UTMSU

## Requirements for UTMSU Recognized Clubs

1. All Union recognized clubs must have a constitution on file with the UTMSU that meets all of UTMSU's Constitutional guidelines. A copy of the format and article requirements for this constitution is included on page ten (10) 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 the UTMSU.
3. 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.
4. 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.
5. 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. Each account must require two signatures for all expenditures. The UTMSU withholds the right to seize any bank account for a club that has been inactive for 12 months or more.
6. At least two executives per club, preferably the President accompanied by the VP Finance or equivalent must attend all Clubs Training Sessions offered between May 1st and April 31<sup>st</sup> of each academic year.
7. 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.
8. Each club must host at least one event each term that is open to all University of Toronto students.
  9. All recognized clubs must check their mailboxes and UTMSU forums weekly in the Fall and Winter session.
  10. Recognition at the end of each academic year will be dependent upon submission of the recognition package. More information can be found under “Club Recognition Procedure”.
  11. All clubs must have completed all election procedures by the end of February.
  12. Signing rights to club bank account must be switched over to succeeding executives during the re-recognition process. Failure to do so can result in loss of UTMSU club status.
  13. All club communication must be in English.
  14. You will be contacted with more information on re-recognition submissions in May with the specific date specified by the Clubs Coordinator. Packages must be submitted to the Clubs Coordinator by the deadline. Non-submission of a re-recognition package will have the immediate effect of cancellation of UTMSU Club status, after which, the executive will have to submit forms pertaining to recognition as a brand-new UTMSU club.

## Harassment, Sexual Harassment and Discrimination Policy

### STATEMENT OF PRINCIPLE

The University of Toronto Mississauga Students Union (UTMSU) is committed to promoting equality and recognizes that equality can only flourish in an environment in which all members of the University, at all levels, and regardless of the nature of their work or area of study are free from harassment, sexual harassment and discrimination. Each Member of the University of Toronto Mississauga community including all students, student groups, clubs, societies and organizations as well as faculty and staff members share responsibility for respecting the dignity of, and giving fair treatment to all members of the university community. Moreover, each person is responsible for promoting and maintaining an equitable environment free from harassment, sexual harassment and discrimination.

### Section 1 - DEFINITIONS

For the purpose of this Policy:

***Sexual Harassment*** means:

- i) Unwanted sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature made by a person who knows or ought to have reasonably known that such attention is unwanted.

- ii) Implying or expressing a promise of reward for complying with a sexually oriented request.
- iii) Implying or expressing a threat or reprisal in the form of actual reprisal or in the denial of opportunity, for refusal to comply with a sexually oriented request.

Examples of harassment, sexual harassment and discrimination can include sexually oriented remarks, gestures, materials, cheers, announcements including internet, telephone, fax and email messages or other behaviour which may reasonably be perceived to create a negative psychological or emotional environment at an event, work, and/or campaign.

***Discrimination*** means:

Acts of discriminatory nature on the basis of race, colour, sex, gender identity, sexual orientation, pregnancy, family status, civil status, age, religion, language, ethnic or national origin, social condition and disability which results in the exclusion or preference of an individual or group within the university community.

Offensive or threatening comments or behaviour which creates a "poisoned environment" in the workplace, campus or event whether or not amounting to harassment, may violate the right to equal treatment without discrimination.

***Harassment*** means:

Any vexatious action or behaviour that is known or might reasonably be known to be unwelcome/unwanted, offensive, intimidating, hostile or inappropriate is considered harassment.

Examples can include harassing behaviour such as gestures, remarks, jokes, taunts, cheers, innuendoes, and display of offensive materials, offensive graffiti, and threats, as well as verbal or physical assault.

## Section 2 - SCOPE

- 1.1 This policy applies to all UTMSU Staff, Board of Directors, Executive Committee members, Orientation Leaders, Ministers, Work-study personnel, volunteers or any other person who can be reasonably determined to be representing or acting on behalf of UTMSU.
- 1.2 When an employee, volunteer or representative of University of Toronto Mississauga Student Union has been determined to have harassed, sexually harassed or discriminated against another member of the University of Toronto Mississauga community the offender will be subject, but not limited, to disciplines and sanctions as are appropriate in the circumstances as outlined in the UTMSU Policy on Harassment, Sexual Harassment and Discrimination.

- 1.3 Where allegations of harassment, sexual harassment or discrimination are substantiated, the offender will be sanctioned in strict accordance with this policy, regardless of his or her status or position in UTMSU.
- 1.4 This policy encourages the reporting of all offences experienced by any individual as a result of his or her participation in a UTMSU event, campaign or work environment.
- 1.5 UTMSU commits to deal promptly and fairly with formal and informal complaints in a confidential and discreet manner. However, informal complaints will give UTMSU an indication on how to enhance the equality of programs and events. Informal complaints rarely result in sanctions due to the lack of documented evidence and written statements.
- 1.6 This policy does not preclude the reporting of sexual harassment complaints to the University of Toronto, The Ontario Human Rights Commission or if the matter is perceived to be of criminal nature to the police.

### Section 3 - OBJECTIVES

This policy shall have as its objectives:

- i) To prevent Harassment, Sexual Harassment and Discrimination through education and other proactive efforts to promote awareness about equity among members of the University of Toronto Mississauga community
- ii) To ensure procedures are in place to address complaints of Harassment, Sexual Harassment and Discrimination
- iii) To work as a community to foster an environment free of Harassment, Sexual Harassment and Discrimination

### Section 4 - COMPLAINT PROCEDURE

Informal complaints can be made to UTMSU by:

- i) E-mailing [complaints@utmsu.ca](mailto:complaints@utmsu.ca) or to the VP Equity at [vpequity@utmsu.ca](mailto:vpequity@utmsu.ca)
- ii) Dropping off complaints in the complaint box located outside the UTMSU office in the Student Centre Room 100

iii) Speaking to members of the UTMSU Executive in person or over the telephone

Formal complaints can be made to UTMSU by:

i) Submitting a written and signed complaint to the VP Equity

A closed committee chaired by the VP Equity including the President and one (1) board member will then review the complaint and evidence, rule on the complaint, and where appropriate impose sanctions.

The VP Equity or their delegate upon request may facilitate mediation between parties in dispute/conflict.

## Section 5 - SANCTIONS

In cases where an offence has been found to be committed by an employee, volunteer or representative of UTMSU, UTMSU may impose the following sanctions:

1. Written letter of warning
2. Mandatory anti-oppression training; failure to comply will result in further sanctions
3. Denial of access to some or all UTMSU related events for a period of up to one (1) year.
4. Denial of access to some or all UTMSU work study and on campus job opportunities for a period of up to one (1) year.
5. Permanent denial of participation in the UTMSU Orientation Week
6. Referral of the incident for possible investigation under the University of Toronto's equity policies.

## Section 6 - APPEAL PROCEDURE

A employee, volunteer or representative of UTMSU who has been notified of the sanction has up to ten (10) days (from the mailing of the notice) to appeal the decision to the UTMSU Executive Committee who will hear the appeal and will render a decision to uphold or dismiss the appeal, or possibly to vary the sanction imposed.



## Warning System

A written warning will be presented to any club or club executive that fails to abide by the regulations announced by the Club's Coordinator, Vice President Campus Life, and/or outlined in this handbook. Warnings from other club's about club policies not being followed may also warrant written warnings at the discretion of the Club's Coordinator, Vice President Campus Life, or the Club's Committee.

- If a club or executive received two written warnings, it will lose its room booking privileges for a period of time at the discretion of the Clubs Coordinator, Vice-President Campus Life and the Clubs Committee .
- Any further warning will result in some or all of the following ramifications:
  - 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

## Guidelines For Advertising

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.

### UTMSU Bulletin Boards

- The UTMSU Bulletin Boards are located in the Davis Building, IB and Student Centre.
- Before posting club events, club postings must receive the UTMSU Stamp at the Members Services Desk or risk having them removed from the boards.
- 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 per board) applies.
- Push pins may only be used on the UTMSU bulletin boards.

### 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.

## External Sponsorship of Clubs

Clubs are allowed to ask for sponsorship from external and or internal organizations and they may advertise them at their event. However, 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

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 Coordinator.

### 1. With respect to advertising:

Where possible, clubs are encouraged to use paperless forms of advertisement such as: The Student Centre newsletter, email mailing lists, Facebook, Twitter, websites or blogs, Blackboard, class talks, 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 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 Clubs Coordinator and Vice-President Campus Life must be consulted prior to printing. All posters are required to be printed on non-glossy paper.
- c) All promotional material(s), where feasible, are to contain the following phrase: "Please pass this on to a friend and recycle after use".
- d) Flyers are to be limited to up to 50 flyers per day of event up to a maximum of 250 flyers
- e) 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 and/or cutlery by using the Green Grants and Green Shift initiative. More information on these resources can be found on the UTMSU website and the UTMSU Resource Binder.
- 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 and/or Clubs Coordinator at UTMSU. Bottled water is resources 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 the UTMSU must be printed and should be double sided and contain some recycled content whenever possible

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 Centre.

### **Enforcement**

Failure to comply with these guidelines will result in the implementation of the Clubs Handbook Warning System issued by UTMSU's Clubs Coordinator and/or Clubs Committee.

# CLUB RECOGNITION PROCEDURE

## Club Re-Recognition

Your Club will be contacted on the submission of Re-recognition packages in May with the date specified by the Clubs Coordinator. Packages must be submitted to the Clubs' Coordinator by the June deadline. **Non-submission of a re-recognition package will have the audit the immediate effect of cancellation of UTMSU club status, after which, club executives will have to submit forms pertaining to recognition as a brand-new UTMSU club.**

1. A completed application for recognition must be submitted to the VP Campus Life and Clubs Coordinator. The Application forms are available online and in the UTMSU office.
2. A signature list of at least 50 UTMSU members must be submitted showing their interest in forming the proposed club.
3. A constitution for the club as outlined in the Clubs Constitution Section 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. An Executive List for the upcoming year. Recognized clubs must have a minimum of 4 executives.
5. An Application of Acknowledge which confirms you read through the Clubs Handbook and agree follow and abide by the rules and responsibilities as a club executive.
6. Application of Renewal, highlighting the primary contacts of the Club.
7. Club Checkoff List.
8. Possible Events List,  
each club recognized by UTMSU must submit a list of events for the entire academic year. This list should include the name of the event and definite or tentative dates. The budget should outline anticipated revenues and expenses for each event.
9. Annual Financial Statement, highlights the budget allocations for the year. Reveals total spending and revenue from all events, fundraisers etc.
10. Bank statements, proof from your bank of your spending, should be given by the bank or printed through online bank website.
11. OPTIONAL: If interested in having an office or locker space, a form will be provided for you to fill out and submit by the deadline.
12. If after the submission of the above items the Clubs Committee ascertains that the club has the protentional to be accepted, the club recognition package will be presented to and reviewed by the Clubs Committee.

## NEW 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 and Clubs Coordinator. The Application forms are available online at the UTMSU website.
2. An Executive List for the upcoming year. Recognized clubs must have a minimum of 4 executives.
3. An Application of Acknowledgement which confirms you read through the Clubs Handbook and agree to follow and abide by the rules and responsibilities as a club executive.
4. A signature list of at least 25 UTMSU members must be submitted showing their interest in forming the proposed club.
5. A constitution for the club as outlined on Club Constitution 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.
6. Application of Renewal, highlighting the primary contacts of the Club. The two individuals on this form will have access to the online booking system as well as the ability to pick up cheques.
7. New Club Checkoff List.
8. Possible Events List, each club recognized by UTMSU must submit a list of events for the entire academic year. The list should include the name of the event and definite or tentative dates. The Budget should outline anticipated revenues and expenses for each event.
9. If after the submission of the above items the Clubs Committee ascertains that the club has potential to be accepted, the club recognition package will be presented to and reviewed by the Clubs Committee.

**\*Note\*:** 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 apply for office space.

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.

# Club Constitution

## 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 by the Clubs Committee, these results will be subject to petition by a member and 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 club's executive in the week following campaigning, consisting of a period of two or three days. In the case of a by-elections, 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:

1. A request be submitted to the VP Campus Life which should:
  - a. Be signed by at least %30 of the Club membership or two-thirds (2/3) of the club executive membership
  - b. Specify the alleged incidents of neglect of duty.
2. Upon receipt of request, the council shall be required to hold a referendum within twenty days.
3. 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".

## FINANCIALS

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.

### 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 resubmit a budget if deemed inaccurate or does not follow the guidelines.

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
- Quality of events planned
- Frequency of events planned
- Previous spending habits
- Audit report from previous year

## Long Term Funding

Each club recognized by UTMSU must submit a list of event for the entire academic year and a budget for these events by the recognition deadline. 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 condition listed above), the Clubs Committee will allocated a budget to the club

## Emergency 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.

## 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 specific standards.

A workshop on creating a financial statement for a club will be held and it is MANDATORY for the finance officers of each club to attend it. Financial Statements must be submitted to the UTMSU office, as part of the year-end re-recognition package and audit process.

Financial Statements must include the following:

- Budget allocated (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.
- A letter explaining financial spending and bank statements signed by the individual who has prepared the financial documents.
- 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 specific standards.*

## Auditing System

Financial statements will be audited by the UTMSU and approved by the Clubs Committee before the remaining

30% of funding is released. 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.

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 of their 70%. Failure to do so will result in reduction of the 30% funding at the discretion of the clubs committee.

## Defunct 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 distributed to the other clubs in need of financial assistance.

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

# CLUB SPACES

## 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 Website. 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 the completed Student Centre Key Card Agreement Form, which must be typed.

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. 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 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 primarily for 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:
  - a. Size of the club in the previous year.
  - b. 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.

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

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

Club executives of each club are required to collectively perform 10 posted hours per week. Office hours must be posted on the doors of the clubs office at all times. The Clubs Coordinator will perform periodic checks to confirm compliance. Failure to perform these hours will result in

the implementation of the Warning System.

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 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

UTMSU offers many services to all recognized clubs. These services are offered through the UTMSU office. 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 Centre rooms must be UTM students. The Blind Duck's policy regarding this is set by the General Manager of the Blind Duck. 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.

After your events, make sure all the furniture has been returned to its original place and that all your items have been removed from the rooms, ensure that the rooms are left clean and tidy, if the room is damaged or garbage has been left a minimum housekeeping charge of \$50 will be billed to the club. If any rules or regulations outlined by the University of Toronto or UTMSU are broken, the club will lose their booking privileges.

Table bookings can be made no less than two weeks prior to the event. Tables must be obtained from the Student Centre InfoBooth and you must return the table to the InfoBooth 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 has been returned to the InfoBooth Staff.

For rentals of equipment such as Projectors, Speakers, Television, etc. Please email Clubs

Coordinator two (2) weeks before the requested date.

## External Bookings

### ULife

The Ulife website is the central source of a large and diverse collection of student clubs, organizations and activities on all three of 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.

Approval of your group via Ulife gives your group recognition by the University of Toronto.

- 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

To apply, Please visit: <https://ulife.utoronto.ca>

## CLUBS TRAINING SESSIONS

The Clubs' Coordinator will organize at least 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. These documents must be submitted in person at the UTMSU office as well as via email.

- 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 must 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 non-processing of request.
- Members list submitted to UTMSU must be typed up and must include the full name, student number and email address of all students.
- Any document with more than one page must be stapled.
- All staples must be on the top left corner of the package.
- 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, 2017 OR Oct 2, 2017
  - UTMSU will keep documents for clubs going back to a maximum of 5 years earlier.

## CLUB AWARDS

All UTMSU recognized clubs are able to nominate themselves for up to three of the listed awards. To nominate your club, send an email to [ramzi@utmsu.ca](mailto:ramzi@utmsu.ca) AND [vpcampuslife@utmsu.ca](mailto:vpcampuslife@utmsu.ca) detailing your eligibility for the award(s). This must be short paragraph no more than 150 words. Pictures, videos, links etc. may be attached to support your eligibility. No nominations will be accepted for club of the year award. All UTMSU recognized clubs would be eligible to win this award.

### List of Awards:

1. Rookie Club of the Year
2. Recreational Club of the Year

3. Sports Club of the Year
4. Social Justice Award
5. Charity Club of the Year
6. Religious Excellence Award
7. Cultural Club of the Year
8. Excellence Club of the Year
9. Most Coordinated Club of the Year
10. Most Collaborative Club of the Year
11. UTM Spirit Club of the Year
12. Most Improved Club of the Year
13. UTMSU Collaboration Award
14. Green Award
15. Club of the Year

### **Detailed Description of the Award:**

#### **Rookie Club of the Year**

A newly recognized club that exhibits exemplary deeds within and beyond the UTM campus community. This club is widely active, organized, impactful and known by the UTM community.

#### **Recreational Club of the Year**

A Recreational club that provides an effective outlet for its members to have fun, unwind and de-stress. This club keeps its members interested and entertained on a consistent basis.

#### **Sports Club of the Year**

A sports club that provides an effective outlet for its members to express their love and appreciation for the sport. This club holds regular games open to all that are interested.

#### **Social Justice Award**

An activist group that promotes awareness and a chosen social justice issue within the UTM community and work dynamically to encourage support from the community through diverse methods – events, fundraisers, tabling etc.

#### **Charity Club of the Year**

An Charitable Club that promotes awareness and a chosen local or global issue within the UTM community and work dynamically to encourage support from the community through diverse methods – events, fundraisers, tabling etc.

#### **Religious Club of the Year**

A faith based club that actively embraces their faith in reaching out to all UTM students. This club actively holds events to encourage new members and strengthen the faith of old members. This club is inclusive and equitable.

**Cultural Club of the Year**

A Cultural club that actively embraces their culture in reaching out to all members at UTM. This club actively holds events to promote their culture within the UTM campus and encourages new members while effectively connecting existing members to the culture and to each other.

**Excellence Club of the Year**

This Club that has taken the extra effort to instigate a fresh, unique initiative on campus that has affected a positive change within the UTM community and in some cases, even beyond. This club has essentially started a welcomed tradition on campus.

**Most Coordinated Club of the Year**

A generally very organized club in all its endeavors. This club planned and executed its events effectively and efficiently. This club is diligent and timely in submitting forms, proposals and other necessary club documents.

**Most Collaborative Club of the Year**

A club that makes a proven effort to collaborate with various clubs and other internal or external organizations. This club lends a helping hand when needed and strives to encourage unity on the UTM campus.

**UTM Spirit Club of the Year**

The UTM Spirit Club is given to a club that embodies UTM school spirit around and off-campus. This club actively encourages student participation on campus through innovative and creative means.

**UTM Most Improved Club of the Year**

A recognized club that has improved tremendously to exhibit exemplary deeds within and beyond the UTM campus community. This club is widely active, organized, impactful and known by the UTM community.

**UTMSU Collaboration Award**

A group that exemplifies community building and teamwork through the UTMSU Collaboration Program. This group partnered alongside UTMSU and other groups on multiple occasions to improve the community and encourages unity on the UTM campus.



**Green Award**

This group has taken the extra effort to instigate environmentally friendly, clean and innovative initiatives on campus that has affected a positive change within the community environment. This club has essentially worked as an example and leaders of the green initiative improving the environment.

**Club of the Year Award**

This club comprehensively embodies the core values of the Ministry of Student Life such as equity, energy, education, and entertainment. The UTMSU, the VP Campus Life, its own members UTM student community on the whole as lively and impactful accept this club. This club is a source of refreshing and unique ideas that have been successfully implanted throughout the year. This club strives to collaborate with other clubs and internal and/ or external organizations. This club promotes unity yet appreciates diversity. This club is inclusive and equitable. This club loyally supports UTMSU campaigns and activities. This club is a proven ambassador of UTM school spirit.