

Academic Societies Handbook

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Overview

This handbook is meant to be your best friend as the executives for the Academic Society of your respective programs!

It outlines all the regulations and responsibilities, as well as it gives you an overlook over some of the know-hows you'll need to have a successful year. Academic Societies are fundamentally different from Clubs, as they are regulated and funded through different procedures and structure.

Societies do not exist solely to celebrate their academic disciplines uniqueness, but also to create a community for their program's students and enhance their experience to allow them to truly succeed through out-of-the class learning experiences.

Academic societies are to work and be held accountable first and foremost to their student body, but also to their immediate department/faculty, to the University's Administration (i.e. ASAC, and to the UTMSU (i.e. the Vice-President of University Affairs Office)). While independently run by students, societies should seek counsel from their department and are held responsible at all times for their executive decisions under the authorities listed above. Their practice is subject to a bi-annual review in the form of audits (see Audit section), wherein ASAC and UTMSU reserve the right to withdraw recognition of the society where there is an unequivocal failure to follow the rules of this handbook.

Societies have a unique opportunity to connect with students within their Subject POST, appropriately cater to their needs and create strong-hold communities which give students the holistic, complete university experience.

Review Process

Every year, each society must submit a review package to the UTMSU, to be recognized as acceptable at the ASAC Committee. This process includes: Constitution, List of Events and Budget, Audit, and other forms. We will quickly go over the major parts of review process to help you better understand how to successfully pass. This process should be started by the executive team before the elections for next year's team takes place.

Society Constitution

Article I: Society 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 society; this may include any community or academic objectives. Provide a brief, but powerful explanation which follows in accordance to equitable and inclusive beliefs.

Article III: Membership

Membership must be open to all students in the Subject POST, however events are encouraged to be inclusive to all UTM community members. Community members and alumni may also participate as solely associates. Each society can charge event fees, but should never charge a membership fee as students in the program are automatically members.

Article IV: Executives

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 society funds and cash flow.

The society outlines the executive positions and roles that comprise the society's executive council.

- The executive council of all recognized academic societies must be comprised of currently enrolled in the respective Subject POST full-time or part-time students who have paid their University of Toronto incidental fees.
- All executives of a society must necessarily be enrolled in the academic program(s)/subject POST(s) of the society for their election to be legitimate;

- All students that run for an executive position must be a part-time or full-time student for the year they serve on the committee.
- Every society must necessarily have, or have executives with equivalent roles as:
 - 1) President – responsible for overseeing the society’s practice and chief of decision making; primary contact for the society.
 - 2) Vice President Internal OR Secretary – responsible for internal communications in the society; taking minutes; emails/social media; chief of human resources.
 - 3) Treasurer or VP Finance – responsible for handling financial resources and cash flow; keeping records of receipts, finances, and spending; design budgets in collaboration with the President and other executives; submit the bi-annual audit report to UTMSU/ASAC.
- The society may choose to add other executive positions in addition to the mandatory ones listed above;
- Every member shall be given a fair opportunity to run for executive positions. Therefore avoiding any specific requirements that would eliminate the pool of nominees.

Example to AVOID:

- President must have at least one year of experience in the council. Not acceptable because it limits who would be able to run to only current members of the council.

Article V: Meetings

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

Article VI: Elections

All Academic Societies must carry out election procedures for their executive positions, following a procedure of set election times, nomination dates, majority vote and eligibility to vote. The UTMSU and ASAC Committee will have complete oversight over the elections to ensure that all procedures are being followed and all is done in a democratic manner.

The UTMSU’s Office of University Affairs reserves the right to investigate and if necessary invalidate election results if the procedures are deemed invalid or undemocratic. The society is responsible of adhering the UTMSU election procedures at all times; if an extenuating circumstance does not

permit them to, it must be communicated to the VP University Affairs or Clubs & Societies Coordinator beforehand.

Election Procedures:

- All registered societies must hold an election by the end of February. All elections require a Chief Returning Officer who will set up the elections online at www.voting.utoronto.ca or in person
- Elections must open to all interested candidates that are student members of the Subject POST of the respective society. Only students who are registered in the respective Subject POST can be eligible to run.
- All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be unbiased and must be approved by the Academic Society executives and the Clubs & Societies Coordinator.
- 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 program and society members, as well as the VP University Affairs and Clubs & Societies 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 during or following the campaign week either online at voting.utoronto.ca or in-person – the society must have the medium of the election approved by the Academic Societies Coordinator;
- 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 University Affairs.

Societies are encouraged to manage their elections online at voting.utoronto.ca, set up by their CRO in collaboration with UTM's Office of the Student Life.

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Academics Societies Coordinator in written form within 72 hours of the elections.

The ASAC Committee withholds the right to nullify any society election results if evidence of gross misconduct has been found in the operation of the election.

Article VII: Removal from office

Removal from office can occur after a member of the ASAC Committee, ex. VP University Affairs, has issued (2) written warning. The warnings must clearly state the problem(s) and the steps to be taken to resolve them.

After such warning, if failed to oblige, the executives can proceed to hold a vote within the executive team to remove the member from the office. The vote should be supervised by the UTMSU, and the results shall be verified by the Office of University Affairs. The results of vote should be two-thirds of the executives in favour of removal.

In addition to the above guidelines, the UTMSU reserves the right to intervene as a mediator due to their independence and objectivity in the matter. The VP of University Affairs has the right to ensure the procedures were followed accordingly and to rectify the removal of office.

Article VIII: Amendments to the Constitution

The constitution of a society must be subject to an amendment procedure that prevents arbitrary alterations to it.

All amendments must be approved by UTMSU before they are formalized.

List of Events and Budget

Each society recognized by UTMSU must submit a list of events for the entire academic year and a budget for these events at an agreed upon time by the VP University Affairs and Academics and the Academic Society. This list should include the name of the event and definite or tentative dates. Please keep the Academic Societies Coordinator up-to-date on any changes. The budget should outline anticipated revenues and expenses for each event. The Academic Societies Coordinator reserves the right to require a society to re-submit a budget if deemed inaccurate or does not follow the guidelines.

Further guidelines:

1. At least two thirds ($\frac{2}{3}$) of the people at a society event held at a room booked at UTM must be UTM students (exempting the Blind Duck since it is paid for);
2. Each academic society must host at least one event each term that is open to all University of Toronto students.

Making the most of your budget

Creating a budget and an events list for the purpose of the society audit/ re-recognition status is a necessary practice for guideline compliance, however, a budget serves a greater purpose for the executives. Whenever you create a budget, we recommend that you also create space for actual expenses incurred after an event happened. When reviewing your budget, compare the budgeted and actual dollar amounts and note the variance between the numbers. Whether the variance was favourable (actually spent less than planned) or not, use these metrics when creating a budget for the next academic year to realistically reflect the events that you may wish to repeat.

Note

Whenever you are preparing a budget for an audit/society re-recognition, please conduct some research as to what the market prices are for the things that you are planning to purchase/rent. Do not just throw random numbers into the mix, make sure that your budgets contain realistic approximations.

Audit for Re-recognition

For re-recognition, your audit must include your Financial Statement and Bank Statements from January to April of the previous year, and all accompanying receipts to serve as proof.

Policies and Procedures

Rules and Responsibilities

Privileges of Union Recognized Societies

As a union recognized societies you will have access to the below stated privileges:

- I. Access to book rooms without charge in the Student Centre (excluding the Blind Duck Pub)
- II. Access to book tables without charge in the Student Centre
- III. Access to book a photographer or videographer
- IV. Access to a Graphic Designer to develop free promotional material
- V. Access to book Audio Visual equipment
- VI. Access to Office Space within the Student Centre, only if need be

- VII. Access to Society Lockers within the Student Centre
- VIII. Access to base society funding
- IX. Access to promotional, financial, and collaborative support through various UTMSU and ASAC initiatives such as Collaborative fund, and Summer Funding.

Requirements for UTMSU Recognized Societies

1. All Union recognized societies must have a constitution on file with the UTMSU that meets all UTMSU's Constitutional guidelines.
2. All Union Recognized societies must adhere to UTMSU's Societies related policies as stipulated in this Handbook, the UTMSU Constitution, and the University of Toronto Student Code of Conduct at the discretion of the ASAC committee
3. All Union recognized societies 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 society policy.
4. The VP University Affairs, VP University Affairs Associates, and Clubs and Societies Coordinator are recognized as honorary members of all Union recognized societies and receive membership benefits for all societies.
5. A society bank account is mandatory for all Union recognized societies unless the ASAC explicitly grants an exception. All society bank accounts must be registered under the name of the society and never in the name of an individual. Each account must require two signatures for all expenditures.
6. At least two executives per society, preferably the President accompanied by the VP Finance or equivalent must attend all Society Training Sessions offered between May 1st and April 31st 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 society event held at a room booked at UTM must be UTM students.
8. Each society must host at least one event each term that is open to all University of Toronto students.
9. All recognized societies must check their mailboxes and UTMSU forums weekly in the Fall and Winter session.
10. All societies must have completed all election procedures by the end of February.
11. Signing rights to society bank account must be switched over to succeeding executives during the re-recognition process. Failure to do so can result in loss of UTMSU society status.
12. All society communication must be in English.

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, Club or Society Executive and team, 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 or recognized club/society.

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 - COMPLAINT PROCEDURE

Informal complaints can be made to UTMSU by:

- i) E-mailing complaints@utmsu.ca or to the VP Equity at 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 4 - SANCTIONS

In cases where an offence has been found to be committed by a Club or Society Executive, 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 5 - APPEAL PROCEDURE

A Club or Society executive 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

We will present an exec or society a written warning if they fail to abide by the regulations of the UTMSU, this handbook, or any warning by the VP University Affairs and Society Coordinator. Warnings from other campus groups, department, general members and students will also be considered at the discretion of ASAC or an ASAC committee member.

- After two warnings, the society will lose any of the privileges described in this handbook depending on the severity, for a period of time at the discretion of the Clubs & Society Coordinator, Vice-President University Affairs and the ASAC Committee .
- Any further warning will result in some or all of the following ramifications: suspension of room booking privileges or suspension of printing and poster privileges. Reduced subsequent society funding. Revoking of office space or loss of society recognition in the event of persistent, unapologetic offenses to the policy.

External Sponsorship

Societies are allowed to ask for sponsorship from external and or internal organizations and they may advertise them at their event. It is important to be considerate of the organizations sponsoring your events and their corporate values to make sure they align to your society's, department's and UTMSU.

There is also certain restriction outside of the UTMSU's influence, such as food restrictions when serving food at University grounds, it needs to be catered by Chartwells. At the Student Center, it can be food from anywhere, so if you receive in-kind food sponsorship we recommend booking space at the Student Center.

Accessibility Policy

For all events, you must make sure you are creating a safe, inclusive space for all your members regardless of their physical or mental capabilities. It is important to keep in mind accessibility practices when planning events. It should not be last minute emergency problem solving.

We will be providing you with an Accessibility Checklist for your events, in order to help you keep this in mind when planning events. If unsure, always come to us for further guidance.

Environmental Sustainability Policy

UTMSU has the opportunity - through societies and 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 societies will be leading by example in promoting a culture of responsible global citizenship to the campus community. All societies 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.

With respect to advertising:

Where possible, societies 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, etc. When deemed necessary, paper advertisements are permitted but are however subject to the following restrictions:

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

With respect to events:

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

- Societies 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.
- Whereas water is a universal right and must be consumed sustainably and protected, societies 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 and Societies Coordinator at UTMSU. Bottled water is resource intensive: its processing, transportation, and disposal cost a lot more than tap water. Instead of purchasing bottled water, societies are encouraged to use pitchers and biodegradable cups. Pitchers are available for use without fee from the Blind Duck.
- Societies 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, societies should hold preference for businesses who maintain:

- Minimal packaging that is environmentally friendly such as biodegradable and recyclable.
- Recycling and composting at their outlets.
- Societies 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.
- When hosting an event off-campus, societies are encouraged to provide mass transit options for their members.

With Respect to Office Space and General Administration:

Whereas societies 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, societies generate a lot of waste in their respective society offices; societies therefore are asked to remove waste bins from individual society offices and rely on existing bins throughout the Student Centre. Failure to comply with these guidelines will result in the implementation of the Societies Handbook Warning System issued by UTMSU's Clubs and Societies Coordinator and/or ASAC.

Banking and Financial Documentation

A bank account is mandatory for all Academic Societies unless the ASAC explicitly grants an exception. All bank accounts must be registered under the name of the academic society and never in the name of an individual. A copy of the bank statement containing the society name will be submitted to the VP University Affairs and Academics by the last Friday of April, along with the names of the new executives taking over signing rights. Each account must require two signatures.

We highly encourage executives responsible for the financial matters of the society to take swift action when it comes to banking. For instance, whenever your event generates revenue from ticket sales or other income sources, you should deposit that money into your bank account within **3-5 business days**.

In accordance with organizational practices, all Society Financial Statements must be typed. The Clubs & Society Coordinator reserves the right to reject any Society Financial Statement that does not meet specific standards.

A workshop on creating a financial statement for a society 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:

- The planned budget and expenses for events of the term(s) – detailed breakdown of these expenses (this is submitted with the re-recognition package, though the society will be required to re-submit this for the audit);
- The actual expenses for events held in the term(s) - detailed breakdown of these expenses;
- Bank statements and original receipts supporting expenses for each event
- The amount of money received by the society through ASAC till date;
- Total amount spent during the year
- The bank transition letter
- Contact information of the creator of the financial statements (i.e. the treasurer or VP finance of the society's executive).
- A letter explaining financial spending and bank statements signed by the individual who has prepared the financial documents.

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

Note

Academic societies must submit their financial documents in a physical printed form since online submission unnecessarily complicates the processes of audit and society re-recognition.

Receipts

It is imperative that the persons responsible for financial matters, or any other executive or associate who carries out a purchase, keep a receipt. These pieces of source documentation serve as legitimate proof that a transaction has occurred. Keep in mind that original receipts hold a higher ranking in the spectrum of reliability as opposed to copies of those receipts. Therefore, you are encouraged to submit original receipts, however, if not able to do so, the copies are still going to be accepted during your audits.

As a healthy practice, we encourage society executives to start preparing the audit documentation as your events progress throughout the academic year. For instance, after a social occurs, fill out the financial statements and the event breakdown and attach the respective receipts. In addition, the audits speak for themselves and it is evident that a lot of societies tend to organize their audit packages in the last minute. In order to avoid late submission of these packages and to avoid a messy audit package, as a good financial practice, we recommend that you organize your financial information as soon as possible.

Resources

Funding

(TO BE FILLED AFTER ASAC DISCUSSION)

Room -

Presentation Room, Boardroom, Red Room, OfficeShare space and the Meeting Room are all free to book for UTMSU recognized societies. UTMSU All Student Center bookings are to be made online on the Student Center Booking website. Please ensure you cancel if you do not need the booking. Two-

thirds of the people attending an academic society event in one of the Student Center rooms must be UTM students.

The Blind Duck is bookable space for societies as well, however it is paid. The cost is subsidized by the UTMSU for clubs and societies. The Blind Duck's policy regarding this is set by the General Manager of the Blind Duck.

Any room booking outside of the Student Center, in the university, must be done through Campus Services and Ulife. They incur a cost depending on the building and size of room.

Table -

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.

Equipment -

Equipment such as Projectors, Speakers, Foosball table, Board Games, Television, etc. Please email Clubs & Societies Coordinator two (2) weeks before the requested date.

Booking It!

To book a room, societies must adhere to the following rules and processes:

1. Obtain a login authorization to the online booking system from Clubs & Societies Coordinator or the Student Centre Office Manager. Please note not every society member is given the access.
2. Go to the UTMSU website online and click on the "Student Centre Bookings" link under "Student Services".
3. Use your UTORID and password in order to log in
4. Book the room of choice, keeping in mind room capacities and all factors, and find your 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.

Advertising

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

- Poster Wall:
 - The 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 Information Booth. Use only masking tape when taping the posters to the wall. All other boards require push pins to be used. It is the society's responsibility to remove posters after all events. If posters are left on the wall after the date of the event, the society may lose its posting privileges.

- UTMSU Bulletin Boards:
 - Before posting society events, society's postings must receive the UTMSU stamp or risk having them removed from the boards. Posters or flyers can be stamped at the Information Booth. Clubs are responsible for removing their own 18 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). Push pins may only be used on the UTMSU bulletin boards

Trainings

The Clubs and Society' Coordinator will organize at least three Training Session out of the five to six offered throughout the year. We ask for at least two executives from each club, where we highly suggest the President in conjunction with the Financial Secretary or equivalent, must attend.

Reprimand for non attendance is the same as for any society 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 society on campus if he ever deems necessary.

Department Contact and Liaison

Each department provides a faculty or staff liaison to help societies in general, but in particular with respect to ideas about possible programming and to help publicize their events among the faculty. At the beginning of each academic year, make sure your department provides you with the name of your faculty or staff liaison. You are encouraged to arrange a meeting with appropriate executive from your society and the liaison to talk about your plans for the year. Over the course of the year, we encourage you to stay in touch with your liaison and to use whatever guidance this individual gives you to make the most of your cycle of activities.

Academic Society Handbook

This is your most useful resource. The Academic Society Handbook is to serve as complimentary information to all university and UTMSU regulations that govern Academic Society and student members.

Keep it in hand at all times, any question make sure to refer to it before anything else. Of course, any question the Office of University Affairs is your go to.

Society Spaces

Society Office Space Policy

Every society 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 Society Office, whether by theft or vandalism. The Society is responsible for all contents of the office and is strongly advised against leaving any valuables or money in the office unaccompanied.

Each Society 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 Society and handed in to the UTMSU office along with the completed Student Centre Key Card Agreement Form, which must be typed.

Society offices are places of business and should be treated as such. As well, society office are a part of the University of Toronto and are subject to its policies and regulations. Therefore, executives of a recognized UTMSU society 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, society 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 society office and loss of security deposit.

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

The Societies and 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. Society activity: bases on the past year's events, visibility and accessibility.
4. Membership:
 - a. Size of the society in the previous year.
 - b. Expansion as an indication of the society'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, society's awards and recognition from the UTMSU and professional attitude as demonstrated by the society 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 Society 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 Societies and Clubs' Coordinator. If the checklist is not completed and the keys are not returned, the society 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.

Society Office Hours

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

Society executives of each club are required to collectively perform 10 posted hours per week. Office hours must be posted on the doors of the society's office at all times. The Society and Clubs Coordinator will perform periodic checks to confirm compliance. Failure to perform these hours will result in the implementation of the Warning System.

All societies 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 Society and 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 Societies and Clubs Coordinator via email 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 society. Only those people found on the list submitted to the Societies and 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 society privileges, including recognition.

Ulife & Group Support

The Centre for Student Engagement encourages all campus groups to submit their organization into the club and group recognition system. Ulife is the University of Toronto group recognition system, which is the online portal where students can:

- View existing groups on campus
- Submit an application to start a new group
- Renew an existing group as a new executive member

If your group is part of Ulife, there are a number of benefits to your group. These include:

- Table Bookings
- Your primary and secondary contacts have automatically been added with the ability to book a table.
- Room Bookings :Academic spaces can be booked by recognized Ulife groups. The room booking request for can be found on the website.
- Bank Letters and bank accounts if requested

Online Elections

The University of Toronto offers an online voting system which is open to all academic societies on campus.

For information on any of these services, visit the link to our website:

<http://www.utm.utoronto.ca/utm-engage/student-groups/services>

Audit System

Financial Statements, bank statements, budget vs. actuals, and original receipts must be submitted to the UTMSU office as part of the auditing package by mid-January. Non-submission will result in loss of the remaining funding through ASAC.

Financial Statements will be audited by the UTMSU Academic Societies Audit Team (hired) and audits will be approved by the ASAC before the other 40% of funding is released. Auditing of Financial Statements will take two weeks. The VP University Affairs and Academics or designate will provide a more detailed and specific list of important deadlines.

****Failing the audit or failure to provide the correct information for the audit may result in losing further funding from ASAC, both the remaining 40% and any short term requests for financial assistance. The society also risks losing credibility, which could result in future implications when considering spending habits for financial assistance.**