

# Academic Societies Policy Manual

# 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 overview of the know-how you'll need to have a successful year. Academic Societies do not exist solely to celebrate their academic disciplines uniqueness, but also to create a community for students in their program 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, ASAC, and to the UTMSU. Although 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 withhold funding of the society if there is an unequivocal failure to follow the rules of this policy manual.

Societies have a unique opportunity to connect with students within their Subject POST, appropriately cater to their needs and create strong-hold communities which offer 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 the review process to assist you in better understanding how to successfully pass. This process should be started by the executive team before the elections for next year's team takes place.



# 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 and responsibilities of each position. This list must include at least four executives, including one position responsible for controlling the society funds and cash flow.

Society outlines the executive positions and roles that comprise the society's executive council. Executives must meet the following requirements, including;

The executive council of all recognized academic societies must be composed 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

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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 have executives with (equivalent) roles as:

- President – responsible for overseeing the society's practice and chief of decision making; primary contact for the society.
- Vice President Internal OR Secretary – responsible for internal communications in the society; taking minutes; emails/social media; chief of human resources.
- 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:

The 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

# Constitution

have one General Meeting per Fall and Winter semesters 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 for adhering to 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 Campus Groups Coordinator beforehand.

## **Article VII: Removal from office**

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

After such a 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 the vote should be two-thirds of the executives in favour of removal.



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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.



# Elections

- 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](http://www.voting.utoronto.ca) or in person.
- Elections must be 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 are 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 Campus Groups Coordinator.
- Advertising for elections is mandatory and is to take place over a period of a minimum of one week, unless otherwise told by the Campus Groups Coordinator, the UTMSU and/or ASAC. Advertising must be visible throughout campus and on the Societies social media. Mass emails should be sent to all program and society members, as well as the VP University Affairs and Campus Groups Coordinator.
- A nomination period following the advertising period must 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. The society must have the medium of the election approved by the Campus Groups 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



# Elections

position. This candidate must be subsequently approved by the VP University Affairs.

Societies are encouraged to manage their elections online at [www.voting.utoronto.ca](http://www.voting.utoronto.ca), set up by their CRO in collaboration with UTM's Office of the Student Life and UTMSU.

Any complaints that arise during the course of elections, or as a result of elections must be brought to the attention of the Campus Groups 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.



# 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 is agreed upon by the VP University Affairs and ASAC.

This list should include the name of the event and definite or tentative dates. Please keep the Campus Groups Coordinator up-to-date on any changes. The budget should outline anticipated revenues and expenses for each event. The Campus Groups Coordinator reserves the right to require a society to re-submit a budget if deemed inaccurate or does not follow the guidelines.

## **Further guidelines:**

- At least two-thirds (2/3) of the people at an event held at a room booked at UTM must be UTM students (exempting the Blind Duck since it is paid for);
- Each 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

# List of Events and Budget

you may wish to repeat.

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.

# Requirements

- All-Union recognized societies must have a constitution on file with the UTMSU that meets all UTMSU's Constitutional guidelines.
- 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.
- 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 in every aspect of the policy.
- The VP University Affairs, VP University Affairs Associates, and Campus Groups Coordinator are recognized as honorary members of all Union recognized societies and receive membership benefits for all societies.
- 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.
- 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.
- With the exception of the Blind Duck Pub and all other venues requiring a monetary fee, two-thirds (2/3) of the people at an event held at a room booked at UTM

# Requirements

must be UTM students.

- Each society must host at least one event each term that is open to all University of Toronto students.
- All recognized societies must check their mailboxes and UTMSU forums weekly in the Fall and Winter session.
- All societies must have completed all election procedures by the end of February.
- Signing rights to the society bank account must be switched over to succeeding executives during the re-recognition process. Failure to do so can result in repercussions.
- All society communication must be in English or accompanying an English translation.



# 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:

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.

Implying or expressing a promise of reward for complying with a sexually oriented request.

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**

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.

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.

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.

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.

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.

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:

- E-mailing [complaints@utmsu.ca](mailto:complaints@utmsu.ca) or to the VP Equity at [vpequity@utmsu.ca](mailto:vpequity@utmsu.ca).
- Dropping off complaints in the complaint box located outside the UTMSU office in the Student Centre Room 100.
- Speaking to members of the UTMSU Executive in person or over the telephone.

Formal complaints can be made to UTMSU by 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:

- Written letter of warning
- Mandatory anti-oppression training; failure to comply will result in further sanctions.
- Denial of access to some or all UTMSU related events for a period of up to one (1) year.
- Denial of access to some or all UTMSU work-study and on-campus job opportunities for a period of up to one (1) year.
- Permanent denial of participation in the UTMSU Orientation Week.
- 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.



*Societies are integral to Campus Life and academic studies.*



# 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 Campus Groups Coordinator. Warnings from other campus groups, departments, 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 their privileges provided by the UTMSU depending on the severity, for a period of time at the discretion of the Campus Groups 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.

# 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 are certain restrictions 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.

All external sponsorship must be approved by the UTMSU. Please email the Campus Groups Coordinator for approval.

# Accessibility

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 your Training Sessions, in order to help you keep this in mind when planning events. If unsure, always come to the Campus Groups Coordinator for further guidance.



# Environmental Policy

UTMSU has the opportunity - through campus groups - 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 or the Campus Groups 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, Social Media, 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 15 posters per event. If poster printing is to exceed 15 posters, the Campus Groups Coordinator and VP University Affairs must be consulted prior to printing. All posters are required to be printed on non-glossy paper.
- All promotional material(s), where feasible, is 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

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event up to a maximum of 250 flyers.

- Flyers may 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.

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 Campus Groups Coordinator at UTMSU. Bottled water is resource-intensive: it's 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 a fee from the Blind Duck.

Societies are encouraged to support sustainable food practices by purchasing food ranked in the following order of preference:

- Local
- Sustainable Agriculture
- Organic and/or Fairtrade

In addition, societies should hold a preference for businesses who maintain:



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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 an 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 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 offices; societies, therefore, are asked to remove waste bins from individual offices and rely on existing bins throughout the Student Centre. Failure to comply with these guidelines will result in the implementation of the Societies Policy Warning System issued by UTMSU's Campus Groups Coordinator and/or ASAC.

# Finances

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. 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 Campus Groups 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) – a 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) - a 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;

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- 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 Campus Groups Coordinator reserve the right to reject any Financial Statement that does not meet specified standards.
- Academic societies must submit their financial documents in a physical printed form as well as an online submission.

## 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

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of societies tend to organize their audit packages at 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.

## 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 the loss of the remaining funding through ASAC.

Financial Statements will be audited by the UTMSU 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 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.

# Resources

## **Room Bookings:**

Presentation Room, Boardroom, Red Room, and the Meeting Room are all free to book for UTMSU Campus Group. 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 (2/3) 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 the room.

## **Table Bookings:**

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 Bookings:**

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

## **Booking It!**

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



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1. Obtain a login authorization to the online booking system from Campus Groups Coordinator or the Internal Coordinator. 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.

## **Ulife & External Bookings**

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:

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**Table Bookings:** Your primary and secondary contacts have automatically been added with the ability to book a table. This is in regard to table bookings outside of the Student Centre.

**Room Bookings:** Academic spaces can be booked by recognized Ulife groups. The room booking requests can be found on the website. This is in regard to room bookings outside of the Student Centre.

For information on any of these services, visit the link to the website: <http://www.utm.utoronto.ca/utm-engage/student-groups/services>

## **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

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Booth. Groups are responsible for removing their own posters after events. A size limit of 8.5" x 11" per poster board. Pushpins may only be used on the UTMSU bulletin boards.

## Trainings

The Campus Groups Coordinator will organize at least three Training Sessions 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 they ever deem necessary.**

## Department Contact and Liaison

Each department provides a faculty or staff liaison to be a point of contact for societies in the department/faculty. At the beginning of each academic year, ensure your department provides you with the name of your faculty or staff liaison. You are encouraged to arrange a meeting with appropriate executives 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.

# Office Space

## Society Office Space Policy

Every society that wishes to have an office in the Student Centre 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.

For Society spaces in the Student Centre, if you are receiving an office key you 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 into 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 offices are a part of the University of Toronto Mississauga 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 (1/3) 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 offence. A second offence 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

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that uses their office mostly for storage and is not maintaining regular office hours may encounter repercussions.

## Society Office Hours

All Society offices will be accessible only during the operating hours of 9 a.m. to 6 p.m. from Monday to Friday (excluding holidays). Anyone found in the Society offices after these hours without special permission risks losing privileges.

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 Campus Groups Coordinator will perform periodic checks to confirm compliance. Failure to perform these hours will result in the implementation of the Warning System.

Anyone found in the office area after hours without permission risks the loss of privileges. For any inquiries, please email the Campus Groups Coordinator.



