

Clubs Policy Manual

Overview

This handbook is meant to be your best friend as the executives for the Clubs!

It outlines all the regulations and responsibilities, as well as it gives you an overview over some of the know-how you'll need to have a successful year. Clubs and Campus Groups are the backbone of student life at UTM. It is important to find the balance between your academics and having a social life to truly experience university; clubs are a great way to partake in the social side of your university experience. UTMSU is proud to offer students the resources to start a club and to keep it going for years to come.

Clubs exist to create a community for their membership and enhance their experience to allow them to truly succeed through out-of-the class learning experiences.

Clubs have a unique opportunity to connect with students within their prospective interests, appropriately cater to their needs and create communities that give students a holistic, complete university experience.

Definitions

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.

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.

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.

Definition of "Academic year"

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

Definition of "Bank Statement"

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

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.

Definition of "Recognition"

"Recognition" refers to the documentation and process one has to follow to create or reinstate a campus group with the UTMSU. There are two forms of "recognition";

- Re-recognition
- New Club Recognition

Constitution

Article I: Club Name

State the full name of the club; this must include any affiliations and abbreviations. Campus Groups may not include the name University of Toronto, University of Toronto Mississauga in their names unless approved by the UTMSU **and the Centre for Student Engagement.**

Article II: Purpose

Outline the purpose or goals of the club; this may include any community or 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 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. If applicable, the details of the clubs' membership fee structure must also be stated here.

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 funds and cash flow.

The club outlines the executive positions and roles that comprise the club's executive council. Every club must necessarily have, or have executives with equivalent roles as:

President – responsible for overseeing the club's practice and chief of decision making; primary contact for the club.

Vice President Internal OR Secretary – responsible for internal communications in the club; taking minutes; emails/

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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.

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 club. Clubs must have one General Meeting per Fall and per Winter semesters 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 a petition by a member and re-election will be held under the supervision of the UTMSU Campus Groups Coordinator.

Article VII: Removal from office

Removal from office can occur after a member of the

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Clubs Committee, ex. VP Campus Life, has issued two (2) verbal warnings and one (1) written warning. 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 Club's Committee. The results of the 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 Campus Life has the right to ensure the procedures were followed accordingly and to rectify the removal of office.

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

A request is submitted to the VP Campus Life which should:

Be signed by at least 30% of the Club membership or two-thirds (2/3) of the club executive membership

Specify the alleged incidents of neglect of duty

Upon receipt of the request, the council shall be required to hold a referendum within twenty (20) days.

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".

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Article VIII: Amendments to the Constitution

The constitution of a club 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 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 is mandatory and is to take place over a period of a minimum of one week. Advertising must be visible throughout the campus. Mass emails should be sent to all UTMSU registered members of the club as well as the Campus Groups 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 unbiased and must be approved by the club executive and the Campus Groups Coordinator.
- A Nomination period following the advertising period should be set for a period of at least one week.
- A campaign week will be held in the week following nominations' close.
- Elections are to take place at a location designated for this purpose by the clubs' executive in the week following campaigning, consisting of a period of two (2) or three (3) days. In the case of a by-election, clubs must still follow the above regulations.
- If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. This candidate must be subsequently approved by the VP Campus Life.
- Any complaints that arise during the course of elections, or as a result of elections must be brought to

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the attention of the Campus Groups 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 the 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.



Requirements

- All-Union recognized clubs must have a constitution on file with the UTMSU that meets all of UTMSU's Constitutional guidelines.
- All-Union Recognized clubs must adhere to UTMSU's Club related policies, the UTMSU Constitution, and the University of Toronto Student Code of Conduct at the discretion of the Clubs Committee of the UTMSU.
- 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 in every aspect of club policy.
- The VP Campus Life, VP Campus Life Associate, and Campus Groups Coordinator are recognized as honorary members of all Union recognized clubs and receive membership benefits for all clubs. Consequently, the Campus Groups Coordinator and VP Campus Life must receive a copy of each email sent out to members of the club with regards to large events that can be accommodated by the UTMSU Calendar.
- 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.
- At least two executives per club, preferably the President accompanied by the VP Finance or equivalent must attend all Clubs Training Sessions

Requirements

offered between May 1 and April 31 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 a club event held at a room booked at UTM must be UTM students.
- Each club must host at least one event each term that is open to all University of Toronto students.
- All recognized clubs must check their mailboxes and UTMSU forums weekly in the Fall and Winter session.
- Recognition at the end of each academic year will be dependent upon submission of the
- recognition package.
- All clubs must have completed all election procedures by the end of February.
- Signing rights to club bank accounts must be switched over to succeeding executives during the re-recognition process. Failure to do so can result in loss of UTMSU club status.
- All club communication must be in English or have accompanying English translations.
- You will be contacted with more information on re-recognition submissions in May with the specific date specified by the Campus Groups Coordinator. Packages must be submitted to the Campus Groups 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:

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 or to the VP Equity at 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.



Clubs are integral to Campus Life.

Warning System

We will present an exec or club a written warning if they fail to abide by the regulations of the UTMSU, this handbook, or any warning by the VP Campus Life and Campus Groups Coordinator. Warnings from other campus groups, departments, general members and students will also be considered at the discretion of the Club's Committee.

After two warnings, the club will lose any of their privileges provided by the UTMSU described in this handbook depending on the severity, for a period of time at the discretion of the Campus Groups Coordinator, VP Campus Life and the Club's 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 club funding. Revoking of office space or loss of club recognition in the event of persistent, unapologetic offences to the policy.

Sponsorship

Clubs 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 with your club 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 clubs and 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 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 or the Campus Groups Coordinator.

With respect to advertising:

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

- Clubs must strive to use paper that contains at least some recycled content.
- 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 Campus Groups Coordinator and VP 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, 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" inches).

With respect to events:

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

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.

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 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, clubs are encouraged to use pitchers and biodegradable cups. Pitchers are available for use without a fee from the Blind Duck.

Clubs 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, clubs should hold a preference for businesses who maintain:

Minimal packaging that is environmentally friendly such as

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biodegradable and recyclable.

Recycling and composting at their outlets.

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 an undue burden on any of the religious or cultural diets represented at the University of Toronto.

When hosting an event off-campus, clubs are encouraged to provide mass transit options for their members.

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 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 offices; clubs, 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 Clubs Policy Warning System issued by UTMSU's VP Campus Life, Campus Groups Coordinator, and/or the Club's Committee.

Finances

A bank account is mandatory for all Campus Groups unless explicitly granted an exception. All bank accounts must be registered under the name of the club and never in the name of an individual. 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 funding is administered.

We highly encourage executives responsible for the financial matters of the club 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 Club Financial Statements must be typed.

The Campus Groups Coordinator reserves 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 and (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 club 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

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expenses for each event

- The amount of money received by the club through UTMSU 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 club'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.
- Clubs must submit their financial documents in a physical printed form since online submission unnecessarily complicates the processes of audit and re-recognition.

Funding

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 the Campus Groups Coordinator.

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

- be recognized by UTMSU

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- attend two of the mandatory club Training Sessions during the academic year
- submit an up-to-date (re) recognition package to the UTMSU

It is the club's responsibility to keep the Campus Groups Coordinator up to date on any changes. The Campus Groups Coordinator and the Clubs Committee 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 and nominations
- Total UTMSU club budget and amount of funding requested
- 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 must provide a budget containing the list of the events and definite or tentative dates. The budget should also outline anticipated revenues and expenses for each event. Based on this statement (and other conditions listed above), the Clubs Committee will allocate a budget to the club - otherwise known as their years funding allocation.

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Short-term Funding

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

Emergency Funding

In the event that a club needs financial support for an unforeseen cost, they are entitled to submit an Emergency Funding application. This consists of a detailed breakdown of the event and the amount requested.

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 club 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 Campus Groups 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.

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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 the Clubs Committee.

Financial Statements will be audited by the UTMSU Audit Team (hired) and audits will be approved by the Clubs Committee before the other 40% of funding is released. Auditing of Financial Statements will take two weeks. The VP Campus Life 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 the Clubs Committee, both the remaining 40% and any short term requests for financial assistance. The club 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 recognized clubs. 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 a club event in one of the Student Center rooms must be UTM students.

The Blind Duck is bookable space for clubs as well, however it is paid. The cost is subsidized by the UTMSU for campus groups. 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, clubs must adhere to the following rules and processes:

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- Obtain a login authorization to the online booking system from Campus Groups Coordinator or the Internal Coordinator. Please note not every club member is given the access;
- Go to the UTMSU website online and click on the "Student Centre Bookings" link under "Student Services";
- Use your UTORID and password in order to log in;
- 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 club 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

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posters to the wall. All other boards require push pins to be used. It is the club's responsibility to remove posters after all events. If posters are left on the wall after the date of the event, the club may lose its posting privileges.

UTMSU Bulletin Boards:

Before posting events, the club'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 8.5" x 11" per poster board and a maximum of 8 advertisements (1 sheet maximum per board). Pushpins 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.

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 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 they ever deem necessary.

Ulife & External Bookings:

The Centre for Student Engagement encourages all campus groups to submit their organization into the club and group

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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
- Allows the use of 'University of Toronto' in Club Name

To apply, please visit the link to the website: <https://ulife.utoronto.ca>

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. 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>

To book rooms outside of the Student Centre, visit the link to the website: <https://www.utm.utoronto.ca/utm-engage/student-groups/services/room-booking>

Office Space

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 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 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 into the UTMSU office along with the completed Student Centre Key Card Agreement Form, which must be typed.

Offices are places of business and should be treated as such. As well, 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 (2/3) 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 club office and loss of security deposit.

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 offices should not be used primarily for storage rooms. Any group that uses their office mostly for storage and is not maintaining regular office hours may have its privilege to an office space revoked.

Office Space

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

- Application received before the deadline.
- Previous treatment of office space.
- Club activity: based on the past year's events, visibility and accessibility.
- Size of the club in the previous year.
- Expansion as an indication of the club's effort.
- A group that is viable and representative of the university both on and off-campus.
- Fulfillment of required office hours.
- Availability of space.

Other factors may also contribute to the decision such as financial responsibility, the group'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 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 Campus Groups 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.

Office Hours

Office Space

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

All groups 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 Campus Groups 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 Campus Groups 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 group. Only those people found on the list submitted to the Campus Groups 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.

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 campus.groups@utmsu.ca AND vpcampuslife@utmsu.ca detailing your eligibility for the award(s).

This must be a short paragraph no more than 150 words. Pictures, videos, links etc. may be attached to support your eligibility. No nominations will be accepted for the club of the year award. All UTMSU recognized clubs would be eligible to win this award.

Description of the Awards:

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 works dynamically to encourage support from the community through diverse methods – events, fundraisers, tabling etc.

Charity Club of the Year

A Charitable Club that promotes awareness and a chosen local or global issue within the UTM community and works 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 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 endeavours. 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

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 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 have 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 Commission 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 the UTM school spirit.



