

CAMPUS GROUPS HANDBOOK

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Overview

Getting involved in a campus group is one of the most rewarding ways to build community, develop leadership skills, and make lasting contributions to student life at UTM. Whether you're starting a new club or continuing the work of an existing one, this handbook is designed to support you every step of the way.

The UTMSU is proud to offer students the resources to start a group and to keep it going for years to come, including:

- Funding and other grants for your initiatives
- A bank account with a debit card
- A UTMSU email
- Access to Student Center Bookings
- Lockers and Office Space
- Free workshops and trainings to enhance your skills

To find out more please contact campus.groups@utmsu.ca.

Definitions

1. Definition of “Union recognized”

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

“UTMSU member” means all individuals who have registered and paid fees as undergraduate full-time or part-time students in a program leading to a degree or diploma at the University of Toronto Mississauga.
3. Definition of “Associate member”

“Associate member” is a member of the club who is not a UTMSU member and is NOT eligible to seek election or vote in club elections. An associate member can attend club events and help out with club happenings.
4. Definition of “Academic year”

“Academic year” for this handbook purposes starts from May 1st and ends on April 30th
5. Definition of “Bank Statement”

“Bank Statement” is the monthly report of the club’s account activities mailed from the club’s respective bank.
6. Definition of “Financial Statement”

“Financial Statement” is the report compiled by the club’s Financial Secretary or equivalent demonstrating the club’s financial cash flow and progress.
7. Definition of “Audit”

“Audit” is a bi-annual report of all financial statements, receipts, bank statements, and letters to the auditor to show good financial standing for campus groups.
8. 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”;

 - a. Re-recognition: This applies to student groups that have previously been recognized by the UTMSU and are renewing their status for the current academic year. These groups already exist within our system and are required to submit updated documents (e.g., constitution, executive list, membership list, audit and event breakdown) to maintain access to UTMSU resources and remain in good standing.
 - b. New Club Recognition: This applies to student groups seeking UTMSU recognition for the first time, or clubs that have been inactive and are starting

fresh. These groups must complete the full recognition process, including meeting membership and event planning requirements, submitting a constitution, and attending a mandatory training session.

9. Definition of 'Campus Groups'

- a. "Campus Groups" means a club, academic society, or levy groups recognized by the UTMSU.

Requirements to be UTMSU Recognized

All UTMSU Recognized Campus Groups must:

1. Adhere to UTMSU's policies, the UTMSU Constitution, and the University of Toronto Student Code of Conduct and other applicable policies
2. Be open to all UTMSU members regardless of race, religion, gender, sex, academic inclination, age, and sexual orientation. This non-exclusionary policy is all-encompassing and is to be reflected in every aspect of campus groups policy
3. Have a Constitution that directs how the campus group operates throughout the year
 - a. A finalised version of the Constitution must be submitted to the Campus Groups Coordinator within the Recognition deadline
 - b. The constitution must not be amended for the duration of the academic year
4. Have Financial Audits to ensure good financial standing and healthy financial practices
5. Follow democratic practices yearly to allow all to participate such as annual elections open to all members to vote, hosting general meetings and having recurring executive meetings
6. Maintain constant communication with the UTMSU via the Campus Groups Coordinator to meet all campus group required processes every year
7. Attend mandatory training provided throughout the year to ensure your club remains in good standing, understands UTMSU policies and procedures, and has the tools to operate successfully.

The (re)recognition season at the UTMSU takes place in the Summer semester, and the deadline to send in the documentation will be announced over email towards the end of the Winter semester. Failing to resubmit applications may result in cancellation of club status and the withholding of funds for Academic Societies.

Recognition will be confirmed once the Campus Groups Coordinator has processed the application. The Campus Groups Coordinator will also collect the required information to prepare your Bank Transfer Letter, which is needed to set up your club's bank account. This includes your mailing address (in case any documents like cheques need to be sent) and, for new clubs, the creation of your official UTMSU email account.

Re-Recognition for Academic Societies

All Academic Societies were established to represent student demographics in different departments. Thus, new academic societies are only created if the University expands its programs, and academic societies cease to exist if the programs are disbanded.

However, all academic societies must complete the process of re-recognition in order to update necessary information and to maintain an archive of documentation. Below are the requirements for Academic Society Re-recognition:

- Have an updated Constitution (refer to Appendix 3)
- Have at least 4 UTM students as executive members listed on the Executive Team List
- Have a thorough budgetary plan for the year as the Budget Breakdown
- Have Financial Audits to ensure good financial standing and healthy financial practices

Templates of these documents can be **found on our website**:

<https://utmsu.ca/recognitionandaudit/>

(Re)recognition for Clubs

Unlike Academic Societies, any student can establish a new club on campus via the UTMSU. The benefits of being recognized by the UTMSU are funding for your events and initiatives, a bank account with a debit card, your UTMSU email, as well as workshops and other grants you can access.

All clubs, existing or new, must complete the process of re-recognition in order to update necessary information and to maintain an archive of documentation. Below are the requirements for Clubs and New (Re)recognition:

- Have an updated Constitution (refer to Appendix 3)
- Have at least 4 UTM undergraduate students as executive members listed on the Executive Team List
- Have at least 25 interested UTM undergraduate students listed in the Membership List
- Have a thorough budgetary plan for the year as the Budget Breakdown
- Have Financial Audits to ensure good financial standing and healthy financial practices

Templates of these documents can be **found on our website**:

<https://utmsu.ca/recognitionandaudit/>

SOP Recognition

SOP recognition falls under the University of Toronto, providing student organizations with benefits offered by the University. Student groups (both new and returning) will need to complete a central online application on the ULife website once each academic year, typically between April 1 and September 30 for status throughout the upcoming academic year.

For more information about SOP recognition please email studentgroups.utm@utoronto.ca

Responsibilities of Campus Group Executives

All campus group executives have duties and responsibilities they must abide by as they are representatives of a group of students on campus.

Responsibilities of the Executives should be outlined in the groups constitution as per portfolio. Additionally, the UTMSU requires all campus group executives to follow community standards of equity and respect towards one another. Finally, as representatives of the campus group, the executives must ensure that mandatory procedures (such as recognition, auditing, and elections) are followed within the deadlines requested.

Failing to abide by such responsibilities may result in sanctions being imposed against the individual or the campus group as a whole. The individual and/or campus group will receive a notice of investigation on the occurrence, and all information related to the sanctions they may receive. Below are some sanctions:

Sanctions for Individual

- Temporary or permanent removal from office
- Temporary or permanent ban from UTMSU spaces, such as the Student Center and the Blind Duck Pub
- Temporary or permanent ban from UTMSU events, such as Orientation Week
- Request to attend specific workshops (Consent, Anti-Oppression, Financial Literacy)

Sanctions for Campus Groups

- De-recognition or loss of club status (clubs only)
- Withhold of funds and freeze on bank account
- Reduction of funding for the following year
- Temporary or permanent ban on room and table bookings within the Student Center
- Temporary or permanent ban on equipment rentals
- Reclamation of office space (if given an office)

Apart from these sanctions, more actions may be taken by the UTMSU executive. Such actions are outlined in other UTMSU Policies such as the Sexual Harassment, Harassment and Discrimination Policy and the Sustainability Policy. Depending on the seriousness of the occurrence, the UTMSU may also contact external bodies and organizations who are better equipped to handle some situations.

Finances and Funding

The UTMSU offers funding to all union-recognized campus groups through pre-established levies. These are decided by the respective governing bodies and distributed to all campus groups via cheques. There are two cheques sent to all campus groups: the Fall Cheque with 60% of funding after the group is (re)recognized, and the Winter Cheque with 40% of funding after the group passes their Fall Audit.

All campus groups must maintain the cash flow through their assigned bank accounts. All bank accounts must be registered under the name of the campus group and never in the name of an individual. The signing authority of those bank accounts must also be updated every academic year via the Bank Transfer Letter

These funds are a collective from the student body at UTM, and as a non-profit organization, we must ensure we and all campus groups are financially responsible at all times. Thus, we conduct biennial audits for all campus groups to ensure there's no financial mismanagement. Failing to submit a proper audit may result in loss of funding, loss of campus groups status, and more severe measures if proof of clear financial fraud is presented.

Funding for Clubs

The funding for all UTMSU recognized clubs comes from the "Club Levy" which is a dollar amount collected from every UTM student. Funding is allocated to the clubs by the Clubs Committee based on the following criteria:

- Club Awards and nominations
- Total UTMSU club budget
- Amount of active clubs
- Quality and frequency of events planned
- Previous spending habits
- Audit report from previous year
- Length of time the club has held active status

Funding for Academic Societies

The funding for all UTM Academic Societies comes from the "Academic Society Levy" which is a dollar amount collected from every UTM student. This fund is then matched by the Office of the Dean on a dollar to dollar amount, then allocated to all Academic Societies.

The allocation of funds is based on enrollment numbers, and approved by ASAC. ASAC has the power to reduce, withhold and reinstate funds for any academic society if the society fails to follow proper procedures imposed by ASAC.

Banking

All UTMSU Campus Groups must have a community bank account in BMO at the South Common Branch. Those community accounts must be under the name of the Group. All Campus Groups must have two Signing Officers responsible for the account, and one of the individuals must also be responsible for monitoring the cash flow and conducting the biennial audit.

To open your account and/or gain signing authority over it, you must hand in a Bank Transfer Letter. Your Bank Transfer Letter is created by the Campus Groups Coordinator, then hand-signed by two UTMSU representatives and given to you. Once you have your Bank Transfer Letter, you must follow the following steps:

1. Have your signing Officers hand-sign the Bank Transfer Letter
2. Book and appointment with BMO to take in the letter
3. Present the Letter to Bank with Government ID in hands
 - a. E.g. Drivers License, Ontario Photo ID, Passport
4. Deposit your funding!

More information about Banking bellow:

- BMO Branch Address - 2146 Burnhamthorpe Rd W
- BMO Branch Phone Number - +1-905-820--7714
- BMO Branch Website - <https://branches.bmo.com/on/mississauga/b0654/>

Grants

UTMSU Recognized Campus Groups have access to extra funding via specific grants! You can find descriptions of them below. You can find the application forms for the grants below in the [UTMSU Website](#). Please follow the instructions, and after completing them, email campus.groups@utmsu.ca

Collaborative Funding

Collaborative Funding is a pool of funds available to UTMSU recognized Campus Groups to apply in case they need extra funding for events. It is also to encourage collaboration between Campus Groups and/or the UTMSU. This fund is done through an events-based application process, which means you may receive the money for an specific event/initiative you are planning on doing.

Emergency Funding

Emergency Fund is a pool of funds available to UTMSU recognized Campus Groups to apply in case of an emergency that led to a significant loss of funds. This fund is not to be used proactively as Campus Groups must be financially responsible for student funds assigned to them. Examples of events include but aren't limited to: cancellation of an event due to unforeseen circumstances that led to safety deposits not being returned, loss due to low ticket sales, etc.

Green Grants

Green Grants is a pool of funds available to UTMSU recognized Campus Groups to apply, and it is meant to sponsor and encourage sustainable initiatives. This fund can be used by all Campus Groups that are planning sustainable/green initiatives on and off campus.

UTMSU Resources for Campus Groups

The UTMSU offers numerous resources to ease the operations of Campus Groups while they carry out their activities, some of these are: Office and Locker Spaces, Room and Table Bookings, Equipment Rental, and Bulletin Board Space for advertisement.

Office Spaces

Campus Groups can access office space within the Student Center to carry out activities such as office hours and storage of materials.

The application form for Office Space will be made available in the Fall Semester for all Clubs and Academic Societies, please check your UTMSU email to ensure you do not miss the application deadline, or email campus.groups@utmsu.ca for any questions.

Not all Clubs and Academic Societies will be granted Office Space due to the low number of offices available in the Student Center. Academic Societies that are not provided office space by their department will be given priority for office space within the Student Centre, provided they can confirm/prove that no other space has been allocated to them. Clubs that do not receive an office will be eligible for a locker, free of charge, if needed.

Office space is a limited and shared resource, and as such, it is allocated based on several factors, including a group's membership size, years of active status, number of events hosted, and awards received. Once an office space is assigned, a \$10 security deposit must be submitted in order to receive a keycard. The keycard must not be lost or shared with anyone who is not an executive member of the assigned campus group. At the end of the academic year, the keycard must be returned, and the \$10 security deposit will be refunded.

Office Hours

All UTMSU Clubs and Societies who receive an office space must hold office hours to ensure they are making themselves accessible for their membership. Office Hours must be in-person and there must be a minimum of 8 hours per week

Groups that do not make active use of their assigned space may have their access revoked at any point during the year and will not be considered for office space in the following year.

All groups receiving office space will be required to sign a contract outlining the rules and expectations for usage. Failure to follow these guidelines may result in the loss of access as well.

Lockers

Lockers are made available for all Clubs and Societies for storage of materials. Clubs who did not receive an office may choose to receive a locker instead.

The application form for Lockers will be made available in the summer months for all Clubs and Academic Societies, please check your UTMSU email to ensure you do not miss the application deadline, or email campus.groups@utmsu.ca for any questions.

Room Bookings in the Student Center

The Presentation Room, Boardroom and the Meeting Room are all free to book for UTMSU recognized campus groups. All Student Center bookings are to be made online on the Student Center Booking website. Two-thirds of the people attending a campus group event in one of the Student Center rooms must be UTM students.

Once recognized, campus groups will be granted direct access to the UTMSU booking portal through their UTORid, as coordinated by the Campus Groups Coordinator. Groups will be required to complete a form indicating which members should be given access. It is strongly recommended that this is either the President or Events Coordinator.

To book a Table within the Student Center, please visit the Booking System:

<https://app.utm.utoronto.ca/rbs/utmsu/BookAResource.action?resourceTypeId=216>

In case of cancellation, please ensure you cancel 24 hours before if you do not need the booking. Please make sure you comply with the **Rules, Regulations and Requirements of Room Bookings within the Student Center** found in the [UTMSU Website](#). Failing to comply with this, you may have your booking privileges revoked temporarily or permanently.

Below is a description of the bookable rooms:

- **Presentation Room** (capacity 150 chairs): Located on the main floor, this is the largest room in the Student Center and it is ideal for large events and general meetings. Offers multimedia connectivity and a full A/V system
- **Board Room** (capacity 50 chairs): Located on the second floor (elevator available by request at Infobooth), this room is ideal for a large panel and workshops. Offers multimedia connectivity, and a screen
- **Meeting Room** (capacity 50 chairs): Located on the second floor (elevator available by request at Infobooth), this room is ideal for meetings and class discussions. Offers multimedia connectivity, and a screen
- **Conference Room (capacity 10 chairs)**: Located on the second floor (elevator available by request at the Infobooth), this is the smallest room in the Student Centre and is ideal for small meetings, executive discussions, and planning sessions. Offers basic multimedia connectivity through a screen.

The Blind Duck is bookable space for campus groups 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. To book the Blind Duck Pub, please email shane@utmsu.ca

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

Table Bookings in the Student Center

Table bookings can be made no less than three days 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.

To book a Table within the Student Center, please visit the Booking System:

<https://app.utm.utoronto.ca/rbs/utmsu/BookAResource.action?resourceTypeId=216>

Please make sure you comply with the **Rules and Regulations for Tabling within the Student Centre** found in the [UTMSU Website](#). Failing to comply with this, you may have your booking privileges revoked temporarily or permanently.

Equipment Rental

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

In case of lost or stolen equipment, and/or if the equipment is not returned at the appropriate time, the UTMSU will charge a fee to replace such equipment.

Bulletin Boards

The UTMSU has multiple Bulletin Boards across campus for students to advertise their initiatives. If you would like to use the UTMSU Bulletin Boards follow the steps below:

1. Ensure your posters (8 maximum) are printed according to the UTMSU Sustainability Guidelines (refer to Appendix 2)
2. Have your posters stamped at the Student Centre Infobooth
3. Feel free to post or pin them in the UTMSU Bulletin Boards (1 per board)
 - a. Ensure they are the UTMSU Bulletin Boards, and not the Department ones
4. Don't forget to come clean your posters once your event is done!

A quick reminder that if you fail to follow the guidelines, your poster may be removed from the UTMSU Bulletin Boards, and you may lose postering privileges.

SOP and External Bookings

The Center for Student Engagement encourages all campus groups to submit their organization into the student group recognition system.

SOP 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://www.utm.utoronto.ca/utm-engage/student-groups/student-group-recognition>

If your group is part of SOP, 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 Center.
- Room Bookings: Academic spaces can be booked by recognized SOP groups. The room booking requests can be found on the website. This is in regard to room bookings outside of the Student Center.

To book rooms outside of the Student Center, visit the link to the website:

<https://www.utm.utoronto.ca/utm-engage/student-groups/student-group-resources/room-booking>

Co-Curricular Record (CCR) Recognition

All UTM student groups have the opportunity to get student leader positions recognized on an official institutional document, the [Co-Curricular Record](#) (CCR). This recognition process is organized by the Center of Student Engagement (CSE), UTMSU has no involvement in CCR recognition for clubs.

Only SOP recognized clubs can apply to receive CCR recognition and they must be trained by the CCR (CSE) team before completing their application process.

For more information, please email [email ccr.utm@utoronto.ca](mailto:ccr.utm@utoronto.ca)

Trainings

The UTMSU offers Training Sessions to ensure all Campus Groups know the information necessary to comply with mandatory processes of the Union and the University. Some training sessions are of mandatory-attendance of at least one executive member of your campus group

The UTMSU also offers skills-based training sessions for your campus group executives, volunteers and/or members to gain specific skills. These are upon request, to know more information please contact the Campus Groups Coordinator

Mandatory Trainings

The training sessions below are of mandatory-attendance. If no executive is able to attend these sessions, please inform the Campus Groups Coordinator.

Summer Recognition Training

This training session covers the (re)recognition season for clubs and societies, it goes over all required (re)recognition documentation, and it oversees how the new academic year will look like for campus groups

UTMSU101 & Campus Groups 101

The UTMSU101 training introduces you to your Students Union and how it operates, and it presents you with opportunities to get involved and collaborate with the Union. The training session also includes Equity Training part.

The Campus Groups 101 training provides an overview of the expectations, responsibilities, and resources available to recognized clubs, and equips student leaders with the tools needed to successfully manage their group and organize events throughout the year.

Audit Training

This training session covers the fall audit season for campus groups, it goes over all required documentation for you to create your audit package.

Elections Training

This training session covers the importance of democratic elections for all campus groups, as it is a requirement from the Union and the University that democracy be present in all student groups on campus. It also goes over important information about Chief Returning Officers, how to do free and fair elections, and official ratification.

Campus Group Governing Bodies

As a democratic organization, there are important governing bodies that take of the the decision-making of important topics related to campus groups. These are the UTMSU Executive Committee, the UTMSU Board of Directors, and the UTMSU Clubs Committee for clubs, and the Academic Societies Affairs Committee for societies.

If you would like to know more about these committees please contact the Campus Groups Coordinator at campus.groups@utmsu.ca

UTMSU Executive Committee

The UTMSU Executive Committee is responsible for all matters relating to the Union including but not limited to the budget and finances, the minuted meetings, campaigns and advocacy, services and more.

They carry out all Union works, executing campaigns, events and services. They also represent UTM students at a local, provincial and national level. Finally, they lobby for a more accessible and free education for all.

UTMSU Executives are elected in the Spring Elections, those being:

- President
- Vice-President University Affairs
- Vice-President Internal
- Vice-President External
- Vice-President Equity
- Vice-President Campus Life (appointed by the board)

UTMSU Board of Directors

The UTMSU Board of Directors is responsible for reviewing and approving all matters relating to the Union including but not limited to the budget and finances, the minuted meetings, campaigns and advocacy, services and more.

UTMSU Directors are elected in the Spring Elections and Fall Byelections, those being:

- 2x Division I (first year representatives)
- 12x Division II (at-large representatives)
- 1x Division III (part-time representative)
- 1x Division IV (professional faculty representative)

UTMSU Clubs Committee

The Clubs Committee is a committee composed of three (3) UTMSU executives and three (3) UTMSU board members. We try to meet once a month, or on a needs basis, to talk about topics

related to UTMSU recognized clubs such as funding, (re)recognition, auditing, elections, and awards.

Academic Societies Affairs Committee

The Academic Society Affairs Committee (ASAC) is a committee composed of three (3) UTMSU representatives and three (3) Office of the Dean representatives. We try to meet once a month, or on a needs basis, to talk about topics related to UTM Academic Societies such as funding, (re)recognition, and auditing.

Elections

In accordance with UTMSU Policies and the University's policy on Student Groups, all UTM campus groups must host elections as they allow for participation through candidacy or voting. Non-occurrence of elections and/or non-submission of results can lead to cancellation of clubs status and funding penalties for academic societies.

The electoral must be open to all members of the campus group to participate. Clubs who charge a membership fee must have it outlined in their constitution whether their elections will be closed to fee paying members only. Academic Societies must have it outlined in their constitution which UTM programs and departments are allowed to participate in their elections.

The timeline for elections will be announced every year by the UTMSU via email, and the mandatory training for elections will take place to ensure all information is given to campus groups.

If no one runs for a particular position, former executives can appoint a suitable candidate after the election is finished. All campus groups must have an appointment procedure outlined in their constitution to ensure democratic practices are kept.

Chief Returning Officer

All Elections must be conducted by an appointed Chief Returning Officer (CRO).

A CRO is a person responsible for your elections process, their responsibilities include but aren't limited to:

- Ensuring the membership is aware of the elections and voting days, etc.
- Explaining the election process to candidates
- Hosting all candidates meeting
- Setting up voting platforms/polling stations
- Keeping track of all election material to ensure it is accessible
- Monitor all campaigns to ensure they do not breach community guidelines

Clubs must appoint a CRO and Academic Societies will be assigned a CRO by the UTMSU.

Notice of Elections

All campus groups must send the notice of the elections to all members, encouraging them to participate in the electoral process as candidates or voters. Failing to send the notice may result in the nullification of the election.

All campus groups are also encouraged to promote the elections to increase member participation. Examples of promotion could be social media engagement, email reminders, etc.

The notice must happen during the Advertising Week, a week before the Nominations of Elections take place.

Election Process

The election process consists of four consecutive weeks and it takes place in the Winter Semester.

Advertising Period: When the notice is sent and members hear about the electoral process

Nominations Week: When candidates take time to learn the electoral process and create their platform. The All Candidates Meeting must take place at the end of this period

Campaigning: When candidates take time to engage with voters, and members take time to learn about candidates platforms

Voting Days: When members take time to vote for their next representatives

Post Elections

All Campus Groups must take time to ratify the election results. Ratification is a formality required to ensure all campus group executives accept the elections as they are. It can simply be a formal executive committee vote.

All Campus Groups must post the election results in platforms that are accessible to members to find who their next representatives will be

Any problems that arise during elections must be brought to the attention of the Campus Groups Coordinator within 72 hours after the end of election. The Clubs' Committee and ASAC have the power to nullify the elections in case of any fraud. An investigation will be opened and appropriate measures will be put in place to properly address such problems.

Campus Groups Awards

The UTMSU offers awards to clubs and societies for all hardwork and effort that the executives put into representing and engaging with members during the academic year. All campus groups can apply for awards and they will be given out at the End of Year Gala.

The process to apply for an award is to email the Campus Groups Coordinator with your award nomination package. The package should contain anything and everything your campus group did throughout the year.

The awards winners are picked by the Campus Groups Coordinator, VP University Affairs and VP Campus Life, and approved by the Clubs Committee and ASAC.

Clubs that win awards will receive a funding increase for the following academic year. Academic Societies who receive awards may receive a monetary prize at the discretion of ASAC.

Appendices

Appendix 1 - UTMSU Harassment, Sexual Harassment and Discrimination Policy

Statement of Principle

The University of Toronto Mississauga Students' Union (UTMSU) is committed to promoting equality and equity, and recognizes they 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.
- Any and all non-consensual sexual act towards any individual

Examples of harassment, sexual harassment and discrimination can include sexually-oriented remarks, gestures, materials, cheers, announcements including virtual and online, telephone, and fax or other behaviour which may reasonably may be unconsensual and 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 "unsafe 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 behavior that is known or might reasonably be known to be nonconsensual, unwelcome/unwanted, offensive, intimidating, hostile or inappropriate is considered harassment.

Examples can include harassing behavior 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, Campus Group Executives and team members, Orientation Leaders, Commissioners, 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 their status or position in UTMSU or recognized campus group.
- This policy encourages the reporting of all offenses experienced by any individual as a result of their 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 equity 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:

- Speaking to members of the UTMSU Executive through email or in person.
- Campus Groups can reach out to the Campus Groups Coordinator at campus.groups@utmsu.ca

Formal complaints can be made to UTMSU by submitting a written and signed complaint to the clubs committee through vpcampuslife@utmsu.ca

- A closed committee, chaired by the Vice-President Campus Life, and composed of the President, Vice-President University Affairs, and four (4) Board members, with the Campus Groups Coordinator and the Executive Director serving as non-voting members. The committee shall review the complaint and any supporting evidence, render a decision, and, where appropriate, impose sanctions.
- The committee or their delegate upon request may facilitate mediation between parties in dispute/conflict.

Section 4 - Sanctions

In cases where an offense has been found to be committed by a Campus Group Executive, UTMSU may impose the following sanctions:

1. Written letter/email of warning
2. Mandatory anti-oppression training; failure to comply will result in further sanctions.
3. Permanent or Temporary denial of access to some or all UTMSU work-study and on-campus job opportunities
4. Removal of any position of power within the Campus Group.
5. Permanent or Temporary ban from UTMSU Spaces, such as the Blind Duck, Student Center, Campus Group Offices and others.
6. Permanent or Temporary denial of participation in UTMSU and Campus Group events
7. Referral of the incident to other external organizations such as the University's Sexual Violence Prevention and Support Center.

Section 5 - Appeal Procedure

All UTMSU Campus Group Executives and team members who can be reasonably determined to be representing or acting on behalf of UTMSU who have been notified of the sanction have 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.

Appendix 2 - UTMSU Environmental Sustainability 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 sustainability action plan. It is necessary for the Students' Union to demonstrate its own sustainable practices and behaviour. All campus groups 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, campus groups are encouraged to use paperless forms of advertisement such as: email mailing lists, social media, websites or blogs, Quercus, class talks, etc.

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

- All Campus Groups posters must have an official UTMSU stamp which will validate the poster for 30 days.
- Campus Groups must strive to use paper that contains at least some recycled content.
- As posters create a great deal of pollution and waste, campus groups 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 or 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 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, Campus Groups are encouraged to make their events as sustainable as possible and meet the following guidelines:

- Campus Groups are encouraged to limit disposable item usage at events by using biodegradable products and/or cutlery by using Green Grants. More information on these resources can be found on the UTMSU website or by emailing campus.groups@utmsu.ca
- Whereas water is a universal right and must be consumed sustainably and protected, campus groups are prohibited from providing or selling bottled water at events, unless absolutely necessary for safety precautions which must then be discussed with the 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, campus groups are encouraged to use pitchers and biodegradable cups. Pitchers are available for use without a fee from the Blind Duck.
- Campus Groups 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 Fairtrade

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

- Minimal packaging that is environmentally friendly such as biodegradable and recyclable.
- Recycling and composting at their outlets.
- Campus Groups 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, campus groups are encouraged to provide mass transit options for their members.
 - UTMSU provides contacts for mass transportation if needed, please reach out to the Campus Groups Coordinator

With Respect to Office Space and General Administration:

Whereas campus groups communicate with the union on a frequent basis and this may generate a lot of paperwork, all submissions to the UTMSU must be virtually submitted. Furthermore, campus groups generate a lot of waste in their respective offices; campus groups, therefore, are asked to remove waste bins from individual offices and rely on existing bins throughout the Student Center. Failure to comply with these guidelines will result in the implementation of the Campus Groups Policy Warning System issued by UTMSU's Campus Groups Coordinator, VP Campus Life and the Club's Committee or Vp University Affairs and ASAC.

Appendix 3 - Campus Group Constitution Article Requirements

Article II: Campus Group Name

State the full name of the campus group; 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 Center for Student Engagement.

Article II: Purpose

Outline the purpose or goals of the campus group; 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 (aka UTM undergraduate students). Community members and alumni may be offered associate membership. Each campus group is required to define a membership fee (or lack thereof) for a student to become a member. If applicable, the details of the group's membership fee structure must also be stated here.

Associate Membership: can be offered to those who are not current fee paying members for the campus group and are not UTM undergraduate students. Associate membership consists in the ability to participate in all matters of the group EXCEPT FOR voting in elections and general meetings, and/or becoming an executive. Thus, associate members do not have voting rights and candidacy rights.

Article IV: Executives

List all the executive titles and outline the duties of each. This list must include at least three executives, including one position responsible for controlling the funds and cash flow. The campus group outlines the executive positions and roles that comprise the group's executive council. Every group must necessarily have no more than one executive with equivalent roles as:

1. President – responsible for overseeing the group's practice and chief of decision making; primary contact for the group.
2. Vice President Internal OR Secretary – responsible for internal communications in the group; 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.

Example to avoid:

- The President must have at least one year of experience in the council. Not acceptable unless permission is given by the UTMSU 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 group. Campus Groups must have one General Meeting per Fall and per Winter semesters for members where the mission, goals, and accomplishments of the group are shared with all group members in addition to a detailed report on the financial condition of the group if particularly requested by any member.

Article VI: Elections

Campus Groups 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 or the Academic Societies Affairs 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.

Election Procedures:

1. All registered groups must hold an election in the Winter Semester, following the timeline set by the UTMSU
2. Elections must open to all interested candidates that are UTMSU registered members of the group.
3. 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 group as well as the Campus Groups Coordinator and VP Campus Life prior to the week of accepting nominations.
4. • 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.
5. A Nomination period following the advertising period should be set for a period of at least one week.
6. A campaign week will be held in the week following nominations' close.
7. Elections are to take place at a location designated for this purpose by the groups' executive in the week following campaigning, consisting of a period of two (2) or three (3) days. In the case of a by-election, groups must still follow the above regulations.
8. If no one opts to run in the election for a particular position, the former executives have the right to collectively appoint a suitable candidate for that position. This candidate must be subsequently approved by the VP Campus Life.

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

The Clubs Committee and ASAC withhold the right to nullify any group's 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 a group's status. Non-submission of election results will result in later loss of group recognition status through the Club's Committee or ASAC. If undemocratic election procedures are suspected, the election results or even the group status may be put forward to the Clubs Committee/ASAC by the VP Campus Life or VP University Affairs.

Article VII: Removal from office

Removal from office can occur at any time by notice from the UTMSU in case of Harassment, Sexual Harassment and Discrimination (refer to UTMSU's Procedural Policies). The UTMSU will conduct an investigation and notify the individual of sanctions. Such sanctions could be but aren't limited to:

- Permanent/Temporary ban from campus group activities
- Mandatory consent/anti-oppression trainings
- Permanent/Temporary ban from UTMSU spaces
- Permanent/Temporary ban from campus group events

Removal from office can occur at any time from the campus group's Executive Committee vote. However, such a process must be outlined in the constitution and made available to executive members in a complete accessible manner.

Example of removal procedure:

- Removal after 1 written warning issued to the individual
- Removal after missed 2 consecutive meetings without proper warning and communication
- Removal after executive member fails to perform their duties as defined by the constitution

In case of a campus group member being removed from office, a by-election will be held if necessary, according to the election rules as previously described under "Elections Procedures".

Article VIII: Amendments to the Constitution

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

All amendments must be approved by the groups membership via their General Meetings

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