



SCARBOROUGH CAMPUS STUDENTS' UNION

Board of Directors package #3

Monday August 12, 2013
5:00pm
UTSC Student Centre, SL232

ROBERT RULES OF ORDER AT A GLANCE

To Do This:	You Say This:	May You Interrupt the Speaker	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Majority is Required?
Object to incorrect procedure being used	Point of Order	Yes	No	No	No	No vote taken, chair rules
Seek clarification from the previous speaker	Request for Information	Yes, if urgent	No	No	No	No vote taken, chair rules
Object to something which prevents your continued participation (eg. Excessive noise)	Point of personal privilege	Yes	No	No	No	No vote taken, chair rules
Object to a motion being considered	I object to consideration of this motion	Yes	No	No	No	2/3 Majority
Consider something out of its scheduled order	I move the agenda be amended in order to deal with the following item...	No	Yes	Yes	Yes	2/3 Majority
Appeal the ruling of the chair	I appeal the ruling of the chair on...	Yes	Yes	Yes	No	Majority
Change a motion	I move that the motion be amended to read...	No	Yes	Yes	Yes	Majority
Have a motion studied more before voting on it	I move that the motion be referred to...	No	Yes	Yes, advisability of referral only	Yes	Majority
Postpone further discussion on a motion until later in the meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Postpone further discussion on a motion until a future meeting	I move that the motion be postponed until...	No	Yes	Only to time	Yes	Majority
Defer consideration of a motion temporarily	I move that motion...be laid on the table	No	Yes	No	No	Majority
Raise a matter previously tabled	I move that motion...be taken from the table	No	Yes	No	No	Majority
Reconsider a motion already voted on earlier in the meeting	I move that the motion...be reconsidered	no	yes	Yes (if original motion was)	No	Majority
End debate on a motion	I call the question	No	Yes	No	No	2/3 Majority
Ask that everyone's vote on a particular motion be recorded in the minutes	I call for a roll call vote	No	No	No	No	No vote taken, chair rules
Recess the meeting	I move that the meeting recess until...	No	Yes	Only to time	Yes	Majority
End the meeting	I move that the meeting adjourn	No	Yes	No	No	Majority

Board of Directors, Scarborough Campus Students' Union

LAST NAME	FIRST NAME	CONSTITUENCY or POSITION
<input type="checkbox"/> Acoba	Ashley	French and Linguistics
<input type="checkbox"/> Ahmed	Anika	Critical Development Studies
<input type="checkbox"/> Arale	Guled	VP External
<input type="checkbox"/> Azraq	Sabrina	English
<input type="checkbox"/> Chowdhury	Tahsin	VP Campus Life
<input type="checkbox"/> Dionisio	Nicole	Psychology
<input type="checkbox"/> Hwangbo	Victor	Management
<input type="checkbox"/> Jiang	Anastacia	Historical and Cultural Studies
<input type="checkbox"/> Khogali	Yusra	VP Equity
<input type="checkbox"/> Liu	Alice	VP Operations
<input type="checkbox"/> Mounib	Iman	Art, Culture and Media
<input type="checkbox"/> Nasiri	Ferozan	Anthropology
<input type="checkbox"/> Nehrin	Ranziba	VP Academics & University Affairs
<input type="checkbox"/> Osman	Saeed	Human Geography
<input type="checkbox"/> Paskaran	Laxana	Physical and Environmental Science
<input type="checkbox"/> Ramirez	Charmaine	Political Science
<input type="checkbox"/> Simeon	Patrick	Sociology
<input type="checkbox"/> Worku	Sarah	President
<input type="checkbox"/> Yaacoubian	Garine	Philosophy

AGENDA

Board of Directors Meeting #2 of the Scarborough Campus Students' Union
Monday, August 12, 2013 | 5:00pm | SL-232, UTSC Student Centre

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

MOTION Moved: Worku Seconded:

Be it resolved that the agenda for the August 12, 2013 SCSU Board of Directors meeting be approved as presented

3. EQUITY STATEMENT

4. EXECUTIVE REPORTS

MOTION Moved: Worku Seconded:

Be it resolved that Executive Report be approved as presented

5. APPROVAL OF MINUTES

MOTION Moved: Worku Seconded:

Be it resolved that August 12, 2013 minutes package including the following documents be approved:

- a. Board of Directors, July 12, 2013
- b. Executive Committee, July 3, 17, 24, 31, and August 6, 2013
- c. Policy & By-Law Committee, August 6, 2013
- d. Events Commission July 31, 2013

6. MOTION TO APPROVE MEDIA COMMUNICATIONS POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Media Communications Policy be approved as presented.

7. MOTION TO APPROVE POSTERING POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Postering Policy be approved as presented.

AGENDA

Board of Directors Meeting #2 of the Scarborough Campus Students' Union

Monday, August 12, 2013 | 5:00pm | SL-232, UTSC Student Centre

8. MOTION TO APPROVE CLUBS RECOGNITION POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Clubs Recognition Policy be approved as presented.

9. MOTION TO APPROVE CLUBS FUNDING POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Clubs Funding Policy be approved as presented.

10. MOTION TO APPROVE 2013 FALL ELECTION SCHEDULE

MOTION Moved: Worku Seconded:

Be it resolved that the following dates be approved for the 2013 Fall Election schedule:

- Nomination Period: September 3, 2013 – September 13, 2013
- Campaign Period: September 19, 2013 – October 3, 2013
- Election Dates: October 1, 2013 – October 3, 2013

11. NEXT BOARD OF DIRECTORS MEETING

The next Board of Directors Meeting will be held on Monday, September 16, 2013 at 7:00pm.

12. OTHER BUSINESS

13. ADJOURNMENT

MOTION Moved: Worku Seconded:

Be it resolved that August 12, 2013 Board of Directors meeting be adjourned.

Services & Operations

TTC Metropass Sales

In the month of July we sold 500 Adult VIP Metropasses and 83 Post-Secondary Metropasses, saving our members a total of \$9,617.5. As the fall semester nears we expect sales to increase, translating to more savings for our members.

Health & Dental Orientation

On Monday, July 22, SCSU executives attended a meeting to get oriented with our Health & Dental plan provider. We discussed extended opt-out & opt-in periods for students and more effective procedures to allow our co-op students opt-in options for specific semesters as they rotate through their co-op work terms. We now have a better understanding of all the services that are covered under our health & dental plan and are excited to get the word out to our members during the upcoming year. (Did you know that you have up to \$5,000,000 per incident on travel health insurance?)

Club and DSA Training

The first SCSU Club and DSA Training ever to exist is being held on August 20th 2013 all day. The agenda as well as the material for the training has been finalized. Executives will conduct presentations that will help clubs and DSAs best utilize the services and resources around them, as well as point them in the right direction in creating a sustainable student group. The training will be an excellent way to reach out to the clubs and help them achieve their goals. If you are interested in registering for Club and DSA Training please contact campuslife@scsu.ca.

Rex's Den, Hero Burger & KFC Operating Hours

Rex's Den will be closed during summer exam period starting August 7, (the day after the last day of classes) and will be re-opening on August 26, 2013. Hero Burger and KFC will be open during the summer exam period with reduced hours. Both will be open from 12pm-6pm daily, excluding weekends.

1 LOVE UTSC

The Union recognizes the need to create a fun and engaging atmosphere on campus for our membership. SCSU executives are currently brainstorming ideas to increase school spirit. The discussion of different methods to showcase our love for our campus have included giving away swag, campus spirit days, and pub nights in the effort to engage our students. The SCSU want students to look forward to campus life. If you have any ideas or suggestions regarding 1 LOVE UTSC contact campuslife@scsu.ca

SCSU Members' Handbook

On Thursday, August 1, the SCSU sent our final version of the handbook to the printers. We are very excited to provide our member's with this year's handbook, The handbook features many graphics and it does a better job in highlighting the work the SCSU does throughout the year. Our graphic design team has been working endlessly throughout the last month and we owe them many thanks!

New Point of Sale (POS) System

During the week of July 22nd the SCSU installed our new POS system. The new system includes updated interfaces and more fluid T-card scanning capabilities which will allow for a quicker purchasing experience for our members. Cash, credit, and debit options are fully functional and ready to cater to members' payment needs.

New Clubs A/V Equipment

On Tuesday, July 30, the SCSU Vice-President Operations met with IITS and A/V Services at UTSC to discuss a rollout plan for brand new A/V equipment in the Student Centre meeting rooms as well as the TV lounge and food court. New equipment will include TV installations in SL222 and SL219, as well as projectors to be installed in the TV lounge and the Student Centre food court. Currently we are searching for quotes from suppliers for an estimate of cost. These new additions will provide more creative and multifunctional spaces for clubs to utilize throughout the upcoming years. For more information on Clubs A/V equipment please contact Alice Liu, Vice-President Operations, at operations@scsu.ca.

SCSU loves you!

On Tuesday, July 30 the SCSU hosted its first ever free book giveaway event in the Student Centre. It was an immensely successful event with over 300 books being gone in less than three hours. Over 150 students visited the book giveaway tables and they simply had to show their T-cards and were allowed up to a three book maximum. Because of the overwhelming popularity of the giveaway, the event – originally planned to span three days – was ended at 1pm of the first day with only 20 books remaining. Students reported being excited to get a head start on their school year and appreciated the opportunity to connect with the executives who were all present at the event. The SCSU is always excited to present cost-saving services to our membership and we are looking forward to providing more fun events and tackling the issues around rising tuition and costly textbooks through our campaigns and advocacy throughout the year.

Job Postings

The SCSU has posted numerous job opportunities for students. Positions include administrative assistance for our front desk as well as many others. The response has been overwhelming and we are currently in the process of interviewing applicants. We are excited to be welcoming new members to the SCSU team while providing students with opportunities to work on-campus. All jobs are posted on the SCSU website and on the bulletin board outside the SCSU office. New jobs will be posted on an on-going basis as the opportunities arise.

Campaigns & Advocacy

Meeting with New Governing Council Chair

On Tuesday, July 16, the SCSU President and Vice-President Academics & University Affairs along with members of UTSU, APUS and GSU met with the new chair of Governing Council, Judy Goldring. We were able to address our questions about the new Campus Council and successfully arranged a presentation from Louis Charpentier, the Secretary of Governing Council, about the implementation of Campus Council and the new changes on CSS and other committees. For more information about governing council and the new campus council contact Ranziba Nehrin, Vice-President Academics & University Affairs, at academics@scsu.ca.

EXECUTIVE REPORT

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students

Monday, August 12, 2013 | 5:00pm | UTSC Student Centre, SL-232

UTMSU/ UTSU Board Meetings

On July 22 and July 26, members of the SCSU executive team attended UTMSU and UTSU's board meetings. This is a great way to see what work is being done at our sister unions and to see if there are new services/events/programming we can bring to UTSC. Also this is a great way to stand in solidarity with our sister unions, in order to ensure the work we are doing all across UofT is being heard, we must do it together!

Meeting with Assistant Dean Academics

On Wednesday, July 17, the Vice-President Academics and University Affairs met with Lesley Lewis, the Assistant Dean of Academics at UTSC, to discuss initiatives for the upcoming year. The VPAUA presented a report back on the status of DSAs on campus and talked about programming that could align with the academic vision of the university while addressing student academic needs. Discussion revolved around strengthening the DSAs on campus through holistic programming, having the SCSU present in the academic matrices of UTSC and working on improving clarity around the new course evaluation framework. The SCSU will present at the Academic Administrators Table and has been invited to the Departmental Chair's Committee meetings. There is also a meeting scheduled between Lewis, Nehrin and the interim chair of the Centre for Teaching and Learning to review the raw data from the evaluations. The Union recognizes the importance of working with administration to achieve victories in academic advocacy. We look forward to more productive conversations with the Dean's office and other partners around campus.

Meeting with *The Varsity*

On Monday, July 22, the SCSU President met with the Editor-in-chief of the *Varsity* newspaper to discuss increasing visibility at UTSC. Throughout the years the *Varsity* has been decreasing their presence at UTSC while increasing their fees. It is important for full-time students, who are paying into their levy fees, to be receiving their services.

Academic & Students Right Commission

On Tuesday, July 16 the Vice-President Academics and University Affairs attended the UTSU's first Academics and Student Rights Commission of the year. Items on the agenda included the drop credit policy, per course fees, illegal ancillary fees, food options, an academic appeals guide, access copyright, OHIP of international students and UofT governance. Many of the issues intersect closely or directly impact UTSC and the VPAUA was able to provide insight and our perspective. It is important for sister unions to work in solidarity to achieve successes in our work, especially when considering the tri-campus issues such as academic policies and navigating through governance structures. For more information on tri-campus initiatives, please contact Vice-President Academics and University Affairs, Ranziba Nehrin, at academics@scsu.ca.

Academic Advocacy

The Vice President Academics and University Affairs has begun working on the academic advocacy campaign with directors of the board. Efforts will focus on a series of informational reports created around academic forgiveness, an appeals and petitions guide and an ancillary fee review for UTSC students. The VPAUA has worked with the coordinator of the Volunteer Network Program to post up a special project to recruit volunteers to conduct the research. For more information, contact Ranziba Nehrin, Vice-President Academics and University Affairs, at academics@scsu.ca.

EXECUTIVE REPORT

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students

Monday, August 12, 2013 | 5:00pm | UTSC Student Centre, SL-232

Racialized Student Collective (RSC)

The RSC had its first meeting on Wednesday, July 10. There was valuable input from the students present around the table. The collective had in-depth conversations about race politics and discussed the role the RSC wants to play on campus throughout the year. The group drafted up some take home actions for our next conversation which included spreading awareness about the RSC. We succeeded in having a very productive meeting and are scheduled to meet next in mid-August. For any questions about this please feel free to contact the Vice-President Yusra Khogali at equity@scsu.ca

Provincial By-election Canvassing

A summer by-election was called in five riding across the province. Since post-secondary education is dictated by provincial policy, students felt this was a good opportunity to push the issue of PSE to the public. Student unions in the GTA went out to canvass both Etobicoke-Lakeshore and Scarborough-Guildwood, with flyers put together by CFS-Ontario, talking to residents about making education a priority when deciding who to vote for. Together on both days, we were able to distribute 5000 flyers. On top of that, the SCSU had the opportunity to talk to dozens of residents in Kingston-Galloway area about the by-election and issues facing students.

The F-Word Campaign

The F-Word campaign has launched on our campus. We have received great interest and excitement at the potential of this campaign aims to do on this campus. The first meeting for this collective is scheduled for mid-August. The Vice President Equity has also been working very closely with Ferozan Nasiri, the director leading this project to plan out the Agenda Items for these conversations. For any questions about this please feel free to contact the Vice-President Yusra Khogali at equity@scsu.ca

Drop Fees

The issue of affordable and accessible post-secondary education is the top issue we are fighting as a Union. Looking into the upcoming year, we are working on a plan to be able educate, agitate, and organize students. We plan to create a sub committee under the Campaigns and Equity Commission and use it as a forum for students to meet by-weekly to discuss how to work on this issue at UTSC. Also, since the Minister of Training, Colleges, and University is a Scarborough MPP, we have to opportunity to do mobilizing work in the Scarborough community to help push this issue on Brad Duguid's home turf.

Women's Centre, WGSSA and SCSU Collaborative Meeting

On Tuesday, July 16, the Vice-President Equity met with the executives of the Women's Centre and the Women and Gender Studies Student Association to discuss collaborative projects. We each presented our year-long plans and found ways in which we can collectively work together on various events. These two groups were very excited with the campaigns we aim to launch through the Union that have to do with challenging sexism and dismantling systems of oppression that uphold the subjugation of women and other marginalized groups in the dominant culture. We had a very productive and successful meeting and are looking forward to maintaining close contact throughout the year.

Transit

Students across the GTA have come together to create a new campaign to tackle the accessibility of transit for students. We Ride: Greater Transit Accessibility (We Ride: GTA) is a campaign that hopes to give a greater voice to students when it comes to transit. The first phase of the campaign will involve getting students to fill out

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surveys and attending townhalls, to get the data we need on the transit needs for students, and how to better address them. We will put together a report and bring it to the TTC, and make suggestions on how to hopefully improve the access for students when it comes to transit.

Anti-War Coalition

After hearing the need from students, the Union has organized an Anti-War Coalition. The coalition will be a space for students to organize around peace issues and discussing the problematic national priorities that support militarization instead of education. Students will have the opportunity to organize events as part of Dis-Orientation and mobilizing on campus.

Community Partnerships

The Vice-President Equity has had meetings with three different community organizations in the city about engaging external partnerships to the work that we do here in the union. These discussions have particularly been around engaging each respective organization with the equity-based campaigns and spaces we aim to create this year. These organizations are very excited to get involved with the work that is going to be done here in the union. We are looking to have more detailed meetings throughout the year to see where and when we can work together.

Events & Programming

Events Commission

The first Events Commission meeting of the year was held on Wednesday July 31. Several students, directors and club executives all came out to the commission. At the meeting students were ratified as voting members and the responsibilities of the commission were discussed. The commission also discussed how we can enhance existing SCSU programming. Ideas for new events that we could bring to our campus were shared and students enjoyed the opportunity to have a fruitful conversation. The feedback at the Commission with help executives shape yearlong programming according to student interests. The Events Commission will be meeting regularly throughout the year, if you are interested in joining the Events Commission contact Tahsin Chowdhury, Vice-President Campus Life, at campuslife@scsu.ca

SCSU Campaigns and Equity Commission

On Wednesday, August 13, the SCSU's first Campaigns and Equity Commission of the year is being held. In the commission, students will have the opportunity to work on campaigns and discuss issues of that are of importance to students. This meeting will serve as an introduction and priorities of projects and campaigns will also be discussed. Commission meetings are open to all members of the SCSU. Any student can attend, speak, propose and vote on initiatives to shape SCSU events, campaigns and services. First-time attendees will be ratified as members of the Commission and will have voting rights at subsequent meetings. Starting in September, the Commission will be meeting regularly on the last Monday of each month. For more information, please contact Vice-President Academics and University Affairs, Ranziba Nehrin, at academics@scsu.ca.

EXECUTIVE REPORT

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students

Monday, August 12, 2013 | 5:00pm | UTSC Student Centre, SL-232

DSL- SCSU Orientation

On Thursday, August 8, the SCSU executives and DSL (Department of Student Life) staff held their annual Orientation. This is an opportunity to discuss our upcoming events for the year and to look for opportunities to collaborate. This is also a platform for the SCSU to ensure that DSL is hosting programming that is diverse and inclusive throughout the year.

GSAS Meeting

On Thursday, July 11, the President and the Vice-President Academics and University Affairs met with the executives of the Graduate Students Association at Scarborough (GSAS). We had a fruitful discussion about collaborations during the year regarding Fall Reading Week programming, undergraduate research opportunities and mentorship capacity provided by GSAS. We look forward to working with GSAS on the Interdisciplinary Research and Development Symposium and other initiatives throughout the year.

Hart House Programming

On Friday, July 26, the SCSU executives met with the Director of Hart House Programming, Michael DeAngelis to discuss outstanding concerns with Hart House. We were able to address issues such as student groups being charged for space bookings and lack of UTSC presence at Hart House. We also are looking at a potential partnership for our Fall and Winter exam de-stressors.

Sustainability Initiatives

Sustain-a-week planning is well underway. The SCSU is reaching out to relevant campus organizations like the UTSC Sustainability Office, EPSA, and other environmental groups. Some of the programming has been finalized and the agenda for the week is being confirmed. We are looking to bring in speakers, present some 'life hacks', plant some trees, and spread some awareness about how students can be more environmentally efficient both on and off campus. We hope to use this opportunity to give our members easily adopted everyday practices that will reduce their ecological footprint. The SCSU is working on integration more sustainable practice in the UTSC campus community. For more about the SCSU's sustainability initiatives, contact Tahsin Chowdhury, Vice-President Campus Life, at campuslife@scsu.ca

Orientation Planning

Orientation planning is ongoing. The Senior Leaders have been meeting regularly to solidify the layout of Orientation. The Orientation planning committee has now been meeting twice a week due to the heavy workload. We are now finalizing service and entertainment providers as well as the programming throughout the week. Group Leader training is being held August 24 and 25, the schedules are being finalized. We are reaching out to the different university groups in conducting this training to ensure that the appropriate messaging is coming across from the group best fit to relay the message. The training is being held in the IC building due to the power outage during the day of August 24. For all things Orientation, feel free to contact Tahsin Chowdhury, Vice-President Campus Life, at campuslife@scsu.ca

DSA Council

On Wednesday, August 7, the first DSA Council meeting of the year was held. 12 DSAs confirmed attendance and topics of discussion-included avenues for collaboration in our yearlong programming, opportunities for support and training for the DSAs, and the long term objectives of the Council. GSAS, DSL and AA&CC were also invited to go to the meeting to make presentations. DSAs were formed as the academic advocacy arm of the Union's work and it is important in this year of growth – as new DSAs get established – to cement our relationships and work as a collective towards enhancing the student academic experience at UTSC. For any questions related to DSAs, please contact Vice-President Academics and University Affairs, Ranziba Nehrin, at academics@scsu.ca.

EXECUTIVE REPORT

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students

Monday, August 12, 2013 | 5:00pm | UTSC Student Centre, SL-232

ARTSIDEOUT

ARTSIDEOUT planning has been moving very well. The Vice-President Campus Life and the Clubs and Events Coordinator have been meeting with the planning committee. We have extended invitations to our fellow unions in trying to make this a tri-campus initiative. Artists from St. George and Mississauga have been invited to showcase their talent at the Scarborough Campus. Buses will be provided for artists and those interested to come down to UTSC enjoy the art work, followed by an evening wrap-up party hosted inside Rex's Den, titled: ARTSIDEOUT: AFTER DARK. For more information, contact Tahsin Chowdhury, Vice-President Campus Life, at campuslife@scsu.ca

1. CALL TO ORDER

- a. Worku and Liu not present.

2. APPROVAL OF THE AGENDA

MOTION Moved: Nehrin Seconded: Chowdhury

Be it resolved that the agenda for the July 3, 2013 SCSU Executive Committee meeting be approved as presented

3. APPROVAL OF MINUTES

MOTION Moved: Nehrin Seconded: Khogali

Be it resolved that July 3rd, 2013 minutes package including the following documents be approved:

- e. Executive Committee – June 26

4. EXECUTIVE UPDATES

- a. Chowdhury reported GL interviews going very well. He will be collaborating on the Swing Music party with Fusion Radio in two weeks. Chowdhury also completed his associate interviews and planted trees in support of the sustainability initiative at UTSC. GL Training will be held August 24th and 25th.
- b. Arale attended a meeting with East Scarborough Storefront meeting and held the motions meeting for the August CFS-Ontario. There will be six people going to CFS-O from SCSU. Pride events and the handing out of the informational fans went well. This Saturday, SCSU will table at Afrofest (Woodbine Park) at from 12pm – 8pm.
- c. Khogali reports Queer Orientation meetings have started with SGDO. Arale and Khogali had meeting with MSA about events and programming for the year and looking at opportunities for collaboration. The first racialized student collective meeting is happening next week.

- d. Nehrin reports that 12 DSAs have been confirmed for participation in Orientation activities. The guidelines have been completed and follow-up meetings have been set up with all the participants. Nehrin will be working on DSA policies, set for a completion date of July 29th. She attended the last Governing Council meeting and connected with incoming governors. The next meeting is in September.

5. ORIENTATION

- a. Chowdhury reports Orientation team was able to get a videographer for the video.

6. GRAPHICS NEEDS

- a. Bashir asks executive team to coordinate with him for all graphics needs for the summer.

7. OTHER BUSINESS

- a. Bashir reports that we also need to post for students who are interested in the student seats for CSS.

8. NEXT EXECUTIVE COMMITTEE MEETING

The next Executive Committee meeting will be on July 10th, 2013, from 4pm to 6pm in the Student Centre, SL-219.

9. ADJOURNMENT

MOTION Moved: Nehrin Seconded: Khogali

Be it resolved that July 3, 2013 meeting of the Executive Committee be adjourned.

1. CALL TO ORDER- 4:25PM

- a. Khogali-Present
- b. Nehrin-Present
- c. Worku-Present
- d. Chowdhury- Present

2. APPROVAL OF THE AGENDA

MOTION

Moved: Worku

Seconded: Nehrin

Be it resolved that the agenda for the July 17, 2013 SCSU Executive Committee meeting be approved as presented

3. EXECUTIVE UPDATES

- a. **Vice-President Equity:** Khogali and Arale participated in the Equity Officer interviews on Monday July 15th, second round of interviews will be happening soon. Khogali had a meeting with Women's Centre and WGSSA about their year-long planning discussed collaborative campaigns, they're really excited about the "F-Word" campaign and are interested in joining the commission. Will be working with Arale and Campaigns & Equity Coordinator to finalize campaigns for the year. Met with SCSU directors that will be working on Khogali's projects and designated office hours and assignments.
- b. **Vice-President University Affairs & Academics:** Nehrin attended UTSU commission meeting to learn more about how to hold commissions. Along with Worku attended a meeting to meet Judy Goldring, the new chair of governing council, addressed concerns and questions about Campus Councils and received promise to host a "Governance 101" for CSS and for student elected executives to be able to understand the effect of Campus Council at UTSC. Nehrin will be meeting with directors next week to set up project initiatives. Nehrin looking to host a social for the DSA executives after the first DSA council. DSA council will be hosted throughout the week of August 12th.
- c. **Vice-President Campus Life:** Orientation planning is going well. Chowdhury met with the ArtSideOut executives to host a tri-campus event. SCSU Week of Welcome planning is going well, Hart entertainment is no longer available to host carnival, looking for alternative options.
- d. **Vice-President External:** Transit meeting voted in favour to build the subway extension to Scarborough Town centre (replacing the RT). Arale is arranging canvassing on July 24th and 25th in the Scarborough-Guildwood area for the upcoming by-elections. Met with SCSU Directors about the respective projects.
- e. **President:** Worku put out the request for CSS student members deadline is July 26th. July 18th the executive committee plus several full-time staff for outreach and club

strategies. Worku put a letter to UTSC administration about Orientation funding. Terry's cause will be on October 3rd, SCSU will be participating as a partner, helping with promotion for the event.

4. OTHER BUSINESS

5. NEXT EXECUTIVE COMMITTEE MEETING

The next Executive Committee meeting will be on July 24th, 2013, from 4pm to 6pm in the Student Centre, SL-219.

6. ADJOURNMENT

MOTION

Moved: Worku

Seconded: Khogali

Be it resolved that July 17th, 2013 meeting of the Executive Committee be adjourned.

1. CALL TO ORDER

- a. Khogali- Present
- b. Nehrin- Present
- c. Liu- Present
- d. Chowdhury- Present
- e. Worku- Present

2. APPROVAL OF THE AGENDA

MOTION Moved: Worku Seconded:

Be it resolved that the agenda for the July 24th, 2013 SCSU Executive Committee meeting be approved as presented

3. APPROVAL OF MINUTES

MOTION Moved: Worku Seconded:

Be it resolved that July 24th, 2013 minutes package including the following documents be approved:

- f. Executive Committee – July 17

4. EXECUTIVE UPDATES

- a. **VP University & Academics:** August 13th is the campaigns & equity commission. Nehrin met with Lesley Lewis, successfully obtained a seat on Chairs roundtable & Academic Administrators advisory committee. Also will be meeting with the acting chair of CTL about the course evaluation framework and making it more accessible and efficient. DSA council is on August 7th. SCSU loves you book drive is scheduled for July 30- August 1.
- b. **VP Equity:** Khogali met with the President of Pathways to Education to work on initiatives with priority communities in the neighbourhood. F-word campaign has launched; Khogali is working on initiatives after the recent Trayvon Martin case and police profiling in the community.
- c. **VP Campus Life:** Chowdhury announced SCSU Clubs days: September 3rd, 5th, 9th-12th and 16th, 17th. Registration has been opened and about 10 groups have registered. Events commission 6-8pm in SL-232 on July 31. **Orientation:** GL training is being finalized.

- d. **VP Operations:** Currently looking for quotes for the AV equipment from the university. Liu is in talks with YFS VP Operations about purchasing a charging station for the student centre. Currently in process of bank transferring.

5. OTHER BUSINESS

6. NEXT EXECUTIVE COMMITTEE MEETING

The next Executive Committee meeting will be on July 31st, 2013, from 4pm to 6pm in the President's office.

7. ADJOURNMENT

MOTION

Moved: Worku

Seconded: Nehrin

Be it resolved that July 24, 2013 meeting of the Executive Committee be adjourned.

1. CALL TO ORDER

- a. Nehrin- Present
- b. Liu- Present
- c. Chowdhury- Present
- d. Worku- Present
- e. Arale- Present

2. APPROVAL OF THE AGENDA

MOTION Moved: Worku Seconded: Liu

Be it resolved that the agenda for the July 31st, 2013 SCSU Executive Committee meeting be approved as presented

3. APPROVAL OF MINUTES

MOTION Moved: Worku Seconded: Liu

Be it resolved that July 31st, 2013 minutes package including the following documents be approved:

- g. Executive Committee – July 24

4. EXECUTIVE UPDATES

- a. **VP University & Academics:** Book giveaway was an amazing success! Over 300 books gave away to 150 students.
- b. **VP Campus Life:** Chowdhury has secured Northbeach for Orientation party. Also met with SCAA President to discuss yearlong planning. Today is our first events commission from 6-8 in SL-232.
- c. **VP Operations:** Liu did a walkthrough of the student centre with members of the IITS in regards to installation of our a/v equipment; IITS has a lot of work backlogged. Purchase of club a/v equipment in the next week. New quote for locker program and online room booking system. Liu and Bashir met with our insurance representative to secure our new student extended health plan and full-time staff plan. Executive committee has decided to remain with our current provider, Sunlife.
- d. **President:** We have finalized clubs training and all executive presentations are due August 15th. ASO sponsorship package & MOU will be reviewed on Tuesday August 6th with ASO executives. Summer exam distressors will be given out during the week of

MINUTES – SCSU EXECUTIVE COMMITTEE

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students

Wednesday, July 31, 2013 | 4:00pm | UTSC Student Centre, SL-219

August 12th and we will be giving out freezies and SCSU promotional material. We have finalized the student members of CSS. We will be having a rex's den photoshoot on Tuesday for the new menu.

5. OTHER BUSINESS

6. NEXT EXECUTIVE COMMITTEE MEETING

The next Executive Committee meeting will be on Thursday August 8th, 2013, from 4pm to 6pm in SL-219.

7. ADJOURNMENT

MOTION

Moved: Worku

Seconded: Nehrin

Be it resolved that July 31st, 2013 meeting of the Executive Committee be adjourned.

1. CALL TO ORDER

7:20pm

Worku present

Arale present

Nehrin present

Liu present

Khogali absent

Mounib absent

2. APPROVAL OF THE AGENDA

MOTION

Moved: Worku

Seconded: Liu

Be it resolved that the agenda for the August 6, 2013 SCSU Policy & By-Law Committee meeting be recommended for adoption as presented.

3. MOTION TO APPROVE BOARD OF DIRECTORS MEDIA COMMUNICATIONS POLICY

MOTION

Moved: Worku

Seconded: Nasiri

Be it resolved that the Media Communications Protocol Policy be recommended for adoption as presented.

Arale: recognized by whom?

Nehrin: by Canada University Press guidelines

Arale: what happens when there is a deadline and the president is inaccessible?

Worku: In our by-laws no one should be making comment aside from the President.

Nehrin: The policy as written states that the person can make reference or have previous consultation with the official spokesperson.

Motion carries.

4. MOTION TO APPROVE POSTERING POLICY

MOTION

Moved: Worku

Seconded: Nehrin

Be it resolved that the Postering Policy be recommended for adoption as presented.

Discussion around language of postering deadlines.

Arale: What is 'political'? Different definitions.

Motion carries.

5. MOTION TO APPROVE CLUBS RECOGNITION POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Clubs Recognition be recommended for adoption as presented.

MOTION Moved: Nehrin Seconded: Liu

Be it resolved that the Clubs Recognition Policy be referred to the Executive Committee.

Motion carries.

6. MOTION TO APPROVE CLUBS FUNDING POLICY

MOTION Moved: Worku Seconded:

Be it resolved that the Clubs Funding Policy be recommended for adoption as presented for further discussion.

MOTION Moved: Nehrin Seconded: Nasiri

Be it resolved that the Clubs Funding Policy be referred to the Executive Committee for further discussion.

Motion carries.

7. OTHER BUSINESS

8. ADJOURNMENT

MOTION Moved: Worku Seconded: Nehrin

Be it resolved that August 6, 2013 Policy & By-Law Committee meeting be adjourned.

Motion carries.

Call to Order – 6:15PM

Moved by: Imam Seconded by: Sarah

Introductions

- Tahsin C - (VP CL)
- Nitin - (VP Finance SCAA)
- Rudy Ray – Marketing Director Fusion
- Sarah Worku – President SCSU
- Muhanad - (ASA)
- Vanessa - (Wants to get more involved)
- Maria – (formerly of the SCSU Street Team)
- Barsha – (New Club)
- Becky – (IDSSA)
- Anika – (SCSU Director)
- Ranziba – (SCSU VP Academics)
- Alice – (SCSU VP Ops)
- Kavita – (SCSU Campaigns and Equity Coordinator)
- Imam – (SCSU Director of Art Media and Culture)
- Massi – (SCAA President)
- Guled – (SCSU VP External)
- Kyle – (SCSU Clubs and Events Coordinator)

Ratification of New Members

- o Massih Bidhendi
- o Becky Zelikson
- o Varsha George
- o Maria Eliza Brandes
- o Vanessa Gomes
- o Mohanad
- o Rudulf Ray

Discussion of Commission Priorities

Tahsin gave an overview of the mandate and concept behind the establishment of the Events Commission

Events Brainstorm

- October (Halloween) Haunted School
- Discussion revolving around Thursday events in Rex's Den

MINUTES – EVENTS COMMISSION

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students

Wednesday, July 31, 2013 | 6:00pm | UTSC Student Centre, SL-232

- Spoken Word – Rise Poetry. They meet every Monday
- Sports related events
 - o Terry Fox (Oct.3rd)
 - o ASO/Terry Fox Mix
- Represent other cultures. A Week of other cultures – food/costumes
 - o Work with different groups (Melange)
- Expanding on the Cultural Mosaic
 - o Pre-Mosaic (Jeopardy style)
- Fashion Show, Potluck and so forth
- Athletics/Sports that are culture based
- Mini Olympics: Clubs repping
- Event Hub
- Live Broadcasts?
- Street Team evolving to Campus Crew
 - o SCSU or Collaborative
- Forum for growing number of Outreach positions
- DSA Formal
 - o Collaboration with the SCSU
- Talk about Clubs Funding vs DSA Funding
- Timing of Halloween Pub
 - o Replicate Halloween events during the day and a pub at night
 - o Various events throughout the week
- Comedy Night
 - o Great stress reliever
 - o Better Advertised
- Use of the TVs around the campus
 - o Avenues?
- Speed date night
 - o ASA
- Marketing
 - o Excited about bigger events
 - o People like music and dressing up
 - o Timing of promotions (time of day)
 - o High traffic area
 - o Residence
 - o Identifiable clothing or brand
 - o Expand to other initiatives
 - o Social Media
 - o Messaging around campaigns
 - o Adopting initiatives
 - Infomercials
 - Like the I were a boy video

MINUTES – EVENTS COMMISSION

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students

Wednesday, July 31, 2013 | 6:00pm | UTSC Student Centre, SL-232

- Washroom ads
- Campaigning during bus loading and so forth
- Week of Welcome – Advertise other groups
- Radio Shows
- Videos of folks recording their shows
- Recording reviews for promotional videos
- Fusion Outreach
- Hub so minimal overlap
- Collaboration
- Giant Calendar
- Electronic version of giant calendar
- Intramurals – Crash Courses before the leagues start
- Group Weigh-ins
- Carnival in the Valley
- Groups Competing with each other
 - o Some concerns about losing weight
- Artist directory
- Dis-Orientation
 - o Faith and Sexual Orientation
 - Open Dialogues

SCAA

- Pan Am Games
 - o First two Fridays of January
 - o Stay away from Olympic branding
- Events and Campaigns
 - o Think before Pink
 - o Focus on the issues

- October 19th CN Tower Climb
 - o UTSC Team

Take Away Action Items:

Becky: CN TOWER

Tahsin; Hub

Rudy: Artist Directory

MINUTES – EVENTS COMMISSION

Scarborough Campus Students' Union | Local 99, Canadian Federation of Students

Wednesday, July 31, 2013 | 6:00pm | UTSC Student Centre, SL-232

Adjournment

Motion to adjourn: Imam

Second: Anika

OPERATIONAL POLICY – Media Communications Policy

Date: 2013 August 12– BOD

Motion: Media Communications Policy

Preamble

The transparency and publicity of work done by the Union are fundamental characteristics of a democratic and developed organization. It is the desire of the Union to communicate with students and the wider community through various media as openly and accessibly as possible.

In order to establish coordinated guidelines for communications between Union staff and/or volunteer leadership with members of the press, the Scarborough Campus Students' Union has established the following protocol corresponding to media communications.

Media Response

As the official spokesperson of the Union, the President is responsible for arranging interviews and issuing statements on behalf of the Union. All other executives, directors, staff members and/or volunteer members employed by the Union shall not make comments or answer any questions on behalf of the organization without previous consultation or reference to the President.

In a case where a member of the media directly contacts any executives, directors, staff members and/or volunteer members of the Union seeking a comment or response attributed to the SCSU, the inquiry, whether it be a phone call, e-mail, text, etc. from either print or broadcast media, should be directed to the President.

In a case where a director of the board is asked to comment on a media inquiry, they must clarify that they are speaking as a student member and not on behalf of the Union. It is the responsibility of the director to adhere to the Code of Ethics, as outlined in SCSU policies, and to avoid breach of confidentiality.

The Executive Committee reserves the right to publish and distribute news releases, membership advisories and all other communication materials to the membership as it deems necessary. The Executive Committee shall keep a record of all media communications.

The Union will only respond to media queries during office operating hours. The Union will make every effort to accommodate non-accredited requests. The Union only extends after-hours service to media queries of an urgent and/or operational nature. Other queries will be logged and addressed during regular operating hours.

Media Access

Media requests from representatives of an accredited student media organization are given priority. Media requests by non-accredited media and students will be logged and dealt with in sequence.

News media is allowed access to public areas of the Student Centre. For security purposes, access beyond the SCSU front desk and into office space or Student Centre rooms is prohibited without prior approval from the official spokesperson of the Union. While filming and conducting interviews, all media representatives are required to display media identification or news credentials.

OPERATIONAL POLICY – Postering Policy

Date: 2013 August 12 – BOD

Motion: Postering Policy

Preamble

This policy outlines the guidelines and restriction for “postering” – the posting of advertisements, notices, posters, flyers, or other documents on bulletin boards under the jurisdiction of the Scarborough Campus Students' Union (SCSU).

Administration

The administration of SCSU bulletin boards within the University of Toronto at Scarborough shall be directed by the SCSU Office Manager, and in coordination with SCSU Staff.

All bulletin boards administered by the SCSU within the University of Toronto at Scarborough shall be maintained by SCSU staff. Only SCSU Staff are permitted to post materials on bulletin boards and only one (1) poster can be posted per board.

SCSU Administrative Assistants shall retain one (1) copy of each unique poster for record-keeping purposes for a period of no longer than two (2) months after the poster has been stamped.

All posters must contain the SCSU stamp and will be posted for a period not exceeding two (2) weeks.

SCSU staff will make all efforts to ensure posting on the same day if submitted before 12pm. Posters submitted between 12pm and office closure shall be posted the next business day.

Guidelines

The duration in which posters can be posted on bulletin boards at any one time shall not exceed two (2) weeks without the approval of the SCSU Office Manager (additional fees may be applied).

A maximum of twenty (20) 8 ½"x 11" posters (or smaller) or ten (10) 8 ½"x 14" / 11" x 17" posters can be submitted at any one time by any individual or group. At no time, should any poster that does not fall within these specifications be granted approval for posting.

The SCSU Office Manager may at any time refer poster content to the SCSU President and/or the SCSU Executive Director for approval.

The individual or group must make every effort to ensure their poster is accessible to all students.

Events run by external organizations but supported or sponsored by a student group must include the sponsoring student group's name.

Under no circumstances should any materials infringe or be posted over other materials on any bulletin board.

Permitted Posters

SCSU recognized student groups, external organizations and University departments and offices are permitted to advertise posters publicizing events and services on SCSU bulletin boards.

Emergency or regulatory notices to the community containing "need to know" information about an urgent issue regarding facility or security shall be temporarily posted on bulletin boards in high traffic areas. The posting of such emergency or regulatory notices shall be approved by the SCSU Executive Director and shall be removed immediately following the emergency period.

At no time will any poster that portrays discriminatory material as defined as by the Ontario Human Rights Code and SCSU policies be allowed to be posted on bulletin boards. Failure to abide by these restrictions will result in such posters being rejected and confiscated by the SCSU and (in the event of excessively discriminatory material) being forfeited directly to UTSC Campus Police.

Postering Fees

Recognized SCSU student groups will not be charged for posting on bulletin boards located throughout campus as long as their poster is not advertising for a business, selling a particular product or products, or promoting a profitable event that does not benefit student interests.

University departments and offices, external groups or individuals (including students) who are posting on bulletin boards for the purpose of generating profit or awareness, will be charged a \$20.00 (tax included) fee per unique poster. University of Toronto Equity offices are exempt.

Removal of Posters

Only SCSU staff will be permitted to remove posters from bulletin boards after the expiry date.

OPERATIONAL POLICY – Club Recognition Policy

Date: August 12, 2013 – BOD

Motion: Club Recognition Policy

Preamble

The Scarborough Campus Students' Union (SCSU) recognizes the rights of students to form clubs and associations at the University of Toronto Scarborough (UTSC) as a forum for expressing their views and meeting academic, social, religious, and cultural needs at UTSC. The SCSU provides a variety of services to student clubs in order to assist them in achieving their goals and provide support for their initiatives in order to enhance the experience of students at UTSC.

To ensure the appropriate and efficient distribution of SCSU services, the SCSU has adopted the following policy as the Club Recognition Policy.

General Description

The SCSU will provide its services only to clubs that have been recognized by the SCSU, by meeting the requirements listed in the Club Recognition Policy.

Requirements for Recognition

The SCSU will recognize clubs in accordance with established guidelines as outlined below.

- The objectives and activities of groups seeking recognition should be seen as attempting to contribute to but not limited to educational, recreational, social or cultural values of the UTSC Community.
- All applications for club recognition must agree to all SCSU policies, by-laws and the constitution.
- Student levy groups are not eligible for recognition by the SCSU.
- SCSU recognized clubs must be open to all UTSC students. This inclusive policy is all encompassing and reflects on every aspect of club policy.
- The SCSU will not support clubs that partake in activities that are against the law of Ontario and Canada.
- The SCSU does not support, promote or fund activities that are discriminatory as defined by the Ontario Human Rights Code and SCSU policies.
- The SCSU will not recognize any groups that practice any form of coercive (persistent mental, social and emotional pressure to join the group) techniques of their membership or potential membership, nor any student groups who are found to be associated with an outside body who practices coercion, or knowingly violates any of the procedures listed above.
- Clubs seeking recognition must maintain a bank account in the name of the clubs name. If not, the SCSU can help facilitate creating a new bank account.
- The SCSU reserves the right to request the clubs constitution.
- Clubs seeking recognition must have a membership of majority SCSU members.
- Clubs seeking recognition must submit a detailed and fully completed SCSU Club Recognition Form.
- There shall be at least one SCSU Clubs Training session per year. All SCSU Recognized Clubs are required to send at least one (1) representative to this meeting.
- If it is not possible for any executives of a club to attend, written requests for alternate arrangements must be submitted prior to the date of the Clubs Training session. Failure to attend or make alternate arrangements will result in de-recognition.
- Clubs must obtain recognition by the Office of Student Life
- Club members are required to apply for SCSU Clubs Recognition annually
- The SCSU will not recognize all clubs who seek recognition. Recognition is only granted to clubs that meet the appropriate requirements as listed above.

Recognition Procedures

- All clubs seeking recognition must submit the following information to the SCSU VP Campus Life:

- (1) A detailed and fully completed SCSU Club Recognition Application with the required documents.
 - (2) A list of the club executives, including telephone numbers, and working e-mail address.
 - (3) The names of student signing authorities.
 - (4) Disclosure of membership fees.
- The SCSU Club Recognition Application is located on the SCSU website at www.scsu.ca.
 - All SCSU Recognized Clubs must apply for renewal for the following academic year starting May 1.
 - Failure to receive Clubs Recognition will result in a denial of access to SCSU services for clubs including clubs funding.
 - All recognized clubs are required to report all changes of signing authorities, executive members, advisors and contact information on an ongoing basis.

Club Recognition Approval Process

- If recognition is granted, the organization will be sent an approval letter to the e-mail address provided.
- All sections of the Club Recognition Form must be completed in full and must be legible in order for it to be considered.
- The SCSU will not recognize more than one club of the same name.
- The Vice-President Campus Life may ask for a resubmission of applications if the application is deemed inaccurate or does not follow requirements as stated.

Conditions for De-recognition

- Should a complaint arise about a specific SCSU Recognized Club, the Clubs Committee will review the complaint. Should the club be found at fault, the club will be put on probation and if a second infraction were to occur the club will be de-recognized by a resolution of the Clubs Committee. The terms of the probation will be set by the Clubs Committee. After probation and de-recognition, the club will have a chance to appeal the decision by sending two executives to make a presentation to the following Clubs Committee meeting.
- Any one or combination of the following will be cause for de-recognition:
 - (1) Failure to comply with the language or the spirit of the Club Recognition policy in any way
 - (2) Abuse of any SCSU services or privileges
 - (3) Failure to take adequate precautions to limit liability while hosting or participating in events or activities
 - (4) Committing an offence that is contrary to federal, provincial, municipal laws or SCSU policies and procedures
 - (5) Failure to attend at least one SCSU Clubs Training session
 - (6) Not following appropriate clubs funding procedure
 - (7) Failure to hold a fair election for positions of the board and executive
 - (8) Failure to submit elections results
- Notice of de-recognition shall be served through e-mail to the executive of the club. A de-recognized club can apply for recognition at the start of the following academic year.

Student Club Privileges

- Student clubs recognized by the SCSU will have access to many SCSU services including:
 - (1) Clubs funding
 - (2) Table Booking in the Student Centre
 - (3) Room Booking in the Student Centre
 - (4) SCSU Equipment Rentals
 - (5) Postering on SCSU boards
 - (6) Help with constitution writing, event planning, financial planning and planning elections

OPERATIONAL POLICY – Clubs Funding Policy

Date: August 12, 2013 – BOD
Motion: Clubs Funding Policy

Preamble

The Scarborough Campus Students' Union (SCSU) recognizes the rights of students to form clubs and associations at the University of Toronto Scarborough (UTSC) as a forum for expressing their views and meeting but not limited academic, social, religious and cultural needs at UTSC. The SCSU provides funding for student clubs at UTSC to provide support for their initiatives that enhances the experience of students at UTSC. The SCSU is dedicated to supporting inclusive and accessible events at UTSC.

To ensure accountability and efficiency for the distribution of clubs funding, the SCSU has adopted the following policy as the Clubs Funding Policy.

Clubs funding is provided to clubs that have been recognized by the SCSU. Recognition will only occur when a club has met the requirements listed in Operations Policy - Club Recognition Policy and the requirements listed in the Clubs Funding Policy.

Terms of Funding

Funds will be assigned to clubs in accordance with established guidelines outlined below:

- All clubs applying for funding must be recognized clubs of the SCSU (Operations Policy – Clubs Recognition Policy).
- All applications for clubs funding must be in accordance with all policies, by-laws, and the constitution of the SCSU.
- The SCSU reserves the right to refuse any application and retains sole discretion to determine approved funding amounts in order to accommodate all requests received and anticipated throughout the year.
- The SCSU will not fund activities that are against the law in Ontario and Canada.
- The SCSU does not support, promote, or fund activities that are discriminatory as defined by the Ontario Human Rights Code and SCSU policies.
- The SCSU does not support, promote or fund activities that encourage gambling, illegal activities, or where individual members of the club stand to have personal or financial gain.
- The SCSU will not consider alcohol an eligible expense to receive funding.
- The SCSU will not fund levy funded organizations.
- The SCSU will not provide funding for staff, alumni, faculty events or activities that are not for the benefits of the constituents of the specific student group without prior exceptions.
- Funding cannot be used to cover more than the costs involved in a proposed project.
- Events whose attendance is comprised of a minimum of 51% SCSU members will be given funding priority.
- Clubs funding provided by the SCSU will be used for the approved uses only. Misuse of clubs funding can lead to probation under SCSU Operations Policy - Clubs Recognition Policy.

Funding Restrictions

- All SCSU Recognized Clubs are eligible to receive a maximum of \$2,500.00 through event funding, per event. Priority will be given to new applicants.
- In order to receive clubs funding, the appropriate application procedure must be followed as listed under Application Process.
- Clubs approved for funding above \$250 will be given the funding in two installments. Initially, 40% of the amount of funding will be given prior to the event applied for. In order to receive the final 60% of the amount of funding, a Post-Event Funding Application must be completed within 28 days of the event taking place.

- Clubs approved for funding under \$250, will be given the funding in one installment following the submission of a Post-Event Funding Application with receipts of expenses within 28 days of the event taking place.
- The SCSU will only provide clubs funding if receipts have been submitted due to financial protocols for Not-for-Profit Corporations.
- For off-campus ticketed events, the SCSU will only fund up to \$5.00 per ticket, for up to 50 SCSU Members. These amounts shall be provided only to members of the club organizing the specific event.
- The Post-Event Funding Application must include:
 - (1) a final financial statement of expenses and revenues
 - (2) receipts of all expenses
 - (3) a brief description of the event.
- Upon the receipt of the Post-Event Funding Application, the club shall receive the final 60% of the funding. Should the group fail to comply with any of the guidelines in this document; the second installment of the grant will be withheld.
- All funding exceeding 50% of the budget will require an indication on all posters and all major pieces of promotional materials (including web based promotions) stating: Funding provided by the Scarborough Campus Students' Union.
- All promotional material (including web based promotions) that contain the SCSU logo or name must be approved by the SCSU before being made public.

Application Process

- SCSU Clubs Funding Applications are available on the SCSU website, www.scsu.ca.
- Applications for funding must be received before the event with some approved exceptions.
- The Clubs Funding Application shall include:
 - (1) a detailed and completed SCSU Online Clubs Funding Application (found on the SCSU website)
 - (2) financial statements including a budget with expenses and revenues
 - (3) a description of the event as well as sample promotional material, if available
- All sections of the Clubs Funding Application must be completed in full and must be legible in order for it to be considered.
- Clubs Funding Applications should be submitted a minimum of a month before the event to guarantee consideration by the Clubs Committee. If the Clubs Funding Application is submitted less than a month before the event, there will be no guarantee that the request will be considered before the event.
- All clubs that have applied using the Clubs Funding Application and have been approved for funding must complete the Post Event Funding Application within 28 days of the completion of the event.
 - (1) Clubs that have been approved for over \$250 in club funding and the Post Event Funding Application is submitted later than 28 days after the completion of the event, there will be no guarantee that the final 60% of funding will be released.
 - (2) Clubs that have been approved for less than \$250 in clubs funding and the Post Event Funding Application is submitted later than 28 days after the completion of the event, there is no guarantee that the club will receive the funding amount that was approved.
- All clubs receiving funding are encouraged to engage as much of the UTSC student population in participating in the events approved for funding.
- All clubs must be open to all UTSC Undergraduate students.
- Completed Clubs Funding Applications can only be submitted electronically from the SCSU website. The forms can be found under the Clubs tab at www.scsu.ca.

Adjudication

The SCSU Clubs Committee is responsible for the appropriate distribution of Clubs Funding to all SCSU Recognized Clubs. The SCSU Clubs Committee will only consider detailed and complete Clubs Funding Requests.

- The distribution of club funding will be based on the outlined criteria and procedures set out in SCSU Policies, By-laws and the SCSU Constitution.
- The SCSU Clubs Committee will meet regularly on an as needed basis.

- The SCSU Clubs Committee shall consider Clubs Funding Applications according to the following regulations:
 - (1) any clubs applying for funding must be an SCSU Recognized Club;
 - (2) groups receiving levies are ineligible for funding;
 - (3) Departmental Students' Associations are ineligible for funding;
 - (4) a detailed and complete Clubs Funding Application is submitted;
 - (5) relevant criteria including, but not limited to, projected number of SCSU members participation, the existence and/or significance of other funding sources, and expected revenue/ loss;
 - (6) if there is outstanding receipts or documentation from previous granted Clubs Funding Requests future funding requests may be withheld; and
 - (7) first time applicants will be given priority.
- Decisions by the SCSU Clubs Committee will be received by e-mail.

Funding Pick- Up

- Upon approval for the funding by the SCSU Clubs Committee, cheques will be made out only to the club in question.
- Cheques will be available for pick up in the SCSU office, Student Centre SL-108.
- In order to be picked up, cheques have to be signed for by a signing authority listed in the Club Recognition Form.
- Photo Identification may be used to confirm the signing authority at the time of cheque pick up.
- Notification should be given by the club to the SCSU Vice President Campus Life of a pick- up date and time in order to ensure that cheques will be received when required.
- Cheques not deposited within 6 months of issuance will be made void and will not be reissued.
- Any cheques not picked up at by April 15th of that year will be revoked and voided and further collection will not be honored.
- Cheques can be claimed lost up until one (1) month after the distribution date, a \$20.00 cheque replacement fee will apply.
- The SCSU may decide on a specific day of a week for cheque pick-ups.