

TMSU POLICIES HANDBOOK

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Issues Policies

SECTION I

Issues Policy # 1

Accessibility

ADOPTED: March 20, 2003

AMENDED: N/A

Preamble

1. The Toronto Metropolitan Students' Union opposes all forms of ableism, the prejudice or discrimination against people with disabilities. The TMSU is committed to accessibility and seeks the meaningful participation of all of its members, free of barriers.

Policy

2. The Toronto Metropolitan Students' Union is committed to fostering community and inclusion in adherence to the accessibility for Ontarians with Disabilities Act and the Ontario Human Rights code. TMSU events must be accessible for all members regardless of ability, and this accessibility must be communicated effectively.

Definitions

3. Accessibility barrier

The TMSU defines an accessibility barrier as any obstacle that makes it difficult or impossible for members with disabilities to take part in the services and campaigns of the students' union.

4. Ableism

The TMSU defines ableism as a form of discrimination or social prejudice against people with disabilities. It may also be referred to as disability discrimination, ablecentrism, physicalism, handicapism, and disability oppression.

Protocol

5. All TMSU events advertising, including advertising for the AGM and SAGM, will include symbols and information on accommodation services



available at said events. Accommodation services, such as American Sign Language interpretation, shall be available at TMSU annual and semi-annual meetings.

Anti-Racism

ADOPTED: April 11, 2007

AMENDED: August 24, 2011

AMENDED: April 22, 2015

Preamble

1. Racism is a phenomenon based on the social, political, economic and historical construction of race and power that affects the lived experiences of all people including students. Historically, racism has manifested itself through more explicit forms of verbal, psychological and physical discrimination. While racialized people today still experience explicit incidents of Racism, more common forms of racial discrimination are in the systemic and structural architecture of government, civil service, the criminal justice systems and many public and private institutions— even those of higher learning.

Racialized communities face numerous disadvantages in the social, political and economic spheres that are the direct result of both explicit and institutional forms of racism. Some examples of racism as it is manifested today include, but are not limited to:

- i. Racial profiling by police and security services;
- ii. Academic curricular that exclude the histories and contributions of racialized peoples, including First Nations and immigrant communities;
- iii. Economic deprivation of Racialized people, through discrimination in employment or relegation to part-time, precarious work with substandard pay and questionable labour and safety standards;
- iv. Restrictions on travel, or harassment when travelling based on race, ethnicity, country of origin and/or religious belief - whether real or perceived;
- v. Harassment and abuse-intentional or unintentional - on physical, verbal, emotional and psychological levels, from strangers, coworkers, superiors, colleagues, classmates or friends.

The Toronto Metropolitan Students' Union (TMSU) recognizes that oppression is rooted in historical, social, cultural, political and economic forms of systemic discrimination.

This systemic discrimination is structural in nature and uniquely marginalizes racialized students and indigenous and/or Aboriginal students.

The TMSU affirms that racism is a system of advantage based on race; the ability to act on the belief that people of different races have different qualities and abilities, and that some races are inherently superior or inferior. Racism manifests in many ways, from dislike and avoidance of people based on their race to discrimination against them on an institutional level to acts of race-based violence.

Racism is related to power, who has power, and who is given power by society; it exists beyond one-on-one interactions, hence its systemic and structural nature. The TMSU acknowledges that racialized students disproportionately experience greater levels of poverty, lower incomes, and higher debt levels. In the student union's efforts to advocate for an affordable and accessible education, special attention will be placed on the unique socio-economic barriers that racialized students' experience.

Policy

2. The Toronto Metropolitan Students' Union objects to any and all discrimination on the basis of race, ethnicity, place of origin, immigration status, linguistic ability, and religious or spiritual belief—both real and perceived. All students have the right to study, work and socialize in an affirming environment that is free from harassment, violence and discrimination.
3. The Toronto Metropolitan Students' Union Supports:
 - i. An anti-racism committee with funding from the annual operating budget. The committee will be open to all students and mandated to conduct research and education on issues of racial oppression. The committee will work to promote anti-racism awareness on campus through events, educational materials, general campaigns and outreach. The committee will strive to implement the recommendations made by the Task Force on Campus Racism, organized the Canadian Federation of Students Ontario;
 - ii. Access to an affordable education free from explicit and systemic forms of racism
 - iii. The work of all students, clubs and organizations that seek to eliminate racism both on and off campus;
 - iv. All equity based institutional initiatives that seek to correct the historical injustices of the past and create a level playing field for

racialized students;

- v. The inclusion of multiple cultural perspectives, histories and narratives in academic curricula and course material;
 - vi. Equal opportunity programs that promote equitable employment and academic opportunities for students from racialized communities, including aboriginal and immigrant students;
 - vii. The designation of campus spaces as official sanctuaries for undocumented migrants or the children of undocumented migrants to safely pursue employment and education without the harassment of immigration, security or police authorities;
 - viii. Policies and protocols that address the manifestation of racism on campuses and society, and their acknowledgement of the intersections on the basis of gender, class, sexual identity, religion, or ability;
 - ix. The full adoption of the province-wide Task Force on Campus Racism Task Force and the local Anti-Racism Task Force,
4. The Toronto Metropolitan Students' Union Opposes:
- i. All explicit and systemic forms of racism in campus life and outside of the institution, including, but not limited to the criminal justice system, employment, healthcare, childcare, mental health services, financial assistance, and housing;
 - ii. The formation of student groups that deny the historical and present day existence of Racism against people of colour, and promote white supremacist ideology;
 - iii. Institutional racism in hiring and curricula; policy and governance, and the delivery of services;
 - iv. Discrimination and harassment from police or other security and government services both on and off campus;
 - v. Reductions or elimination of funding for critical area studies including but not limited to African Studies, South Asian Studies, East Asian Studies, Latin American Studies, Caribbean Studies, Aboriginal Studies and Middle Eastern Studies.

Issues Policy #3

Bottled Water

ADOPTED: February 27, 2012

AMENDED: April 22, 2015

Preamble

1. Water, like education, is a public right, not a privilege. Like the invasion of commercial values into education, the treatment of water as a commodity that can be sold poses the risk of potentially denying access to this life-sustaining resource. It is a common responsibility of all people and governments to ensure that water is used sensibly to minimize negative environmental impacts and guarantee the free and universal access to clean drinking water into the future.

However, most city water in Canada is much more highly regulated and monitored for quality than bottled water. In addition, public water systems are the most responsible mechanism for ensuring that water is accessible. In addition, mass production of bottled water has negative environmental impacts due to the creation of landfills full of empty bottles and plastic leaching toxins endangering the surrounding environment and communities and posing hazardous risks.

Bottled water is one of the key products being promoted in the public school system and on college and university campuses across the country. Beverage exclusivity contracts on campuses are the marketing tool of choice for water bottling companies to guarantee access to the student and youth markets. Private beverage companies are engaged in aggressive marketing campaigns claiming that bottled water is the only safe source of drinking water available and creating a culture of dependence and reliance on private water sources that undermine public confidence in public water systems.

Buying bottled water sends a powerful message to our elected leaders that there is little need to maintain and improve Canada's water infrastructure.

General Description

2. The Toronto Metropolitan Students' Union opposes the sale of water-which should be free and publicly accessible

Policy

3. The Toronto Metropolitan Students' Union Supports:
 - i. Adequate funding and support for clean and accessible water systems nationwide;
 - ii. Public ownership of natural water sources;
 - iii. Adequate funding for clean and accessible public water systems;
 - iv. Public drinking fountains in spaces and public buildings, including college and university campuses;
 - v. Enforced government regulations to establish standards and guidelines for public water systems that set international standards;
 - vi. Government initiatives to clean up polluted water sources;
 - vii. Bottled water bans for all events held by municipal, provincial or federal governments or public institutions;
 - viii. Container deposit laws and other effective ways of reducing the amount of bottles piling up in landfills and polluting the environment.
4. The Toronto Metropolitan Students' Union Opposes:
 - i. The use of bottled water where safe drinking water is available;
 - ii. The privatization of natural water sources and water services;
 - iii. Bulk water imports and exports;
 - iv. Water theft by bottled water corporations of public water and public water sources;
 - v. Any change to public policy that serves the private and commercial interests of bottled water companies instead of the public interest;
 - vi. Government underfunding of public water systems and water testing programs;
 - vii. The allocation, sale or lease of land or natural resources by any level of government to bottled water companies;
 - viii. National or international trade agreements that limit or undermine Canada's ability to regulate and protect public water systems.

Issues Policy #4

Non-academic Codes of Conduct

ADOPTED: April 11, 2007

AMENDED: N/A

Preamble

1. Freedom of speech and peaceful assembly are fundamental human rights under the Ontario and Canadian Law. The Toronto Metropolitan Students' Union believes that the university campus should be a place where students can access these rights, particularly when it comes to political dissent. The introduction of Non-academic codes of conduct on university campuses across the country, have the potential to threaten students' rights to freedom of peaceful assembly and protest. While we support Canadian Law that prohibits speech that is rooted in hate speech, we oppose university policy that penalizes students for exercising their democratic rights.

General Description

2. The Toronto Metropolitan Students' Union believes that students have fundamental rights to freedom of assembly, dissent, and expression.

Policy

3. The Toronto Metropolitan Students' Union Supports:
 - i. Freedom of conscience and religion;
 - ii. Freedom of thought, belief, opinion and expression, including freedom of the press and other mediums of communication;
 - iii. Freedom of peaceful assembly; and
 - iv. Freedom of association.
4. The Toronto Metropolitan Students' Union Opposes:
 - i. Any speech or expression that is hate speech rooted in, but not limited to anti-Semitism, Islamophobia, racism, sexism, homophobia, transphobia, and ableism;
 - ii. Any attempts by Toronto Metropolitan University's administration to quiet or silence student dissent on or off campus which thereby denies students their fundamental freedoms under the guise of the Non-Academic Code of Conduct;

- iii. Any University policies or processes that empower a single Administrator to be judge and juror of a particular complaint.

Issues Policy #5

Ethical Investments

ADOPTED: April 22, 2015

AMENDED: N/A

Preamble

1. The Toronto Metropolitan student union recognizes that it is imperative to have an ethical investment framework for all funds invested by Toronto Metropolitan University. It is imperative to divest from industries and companies that actively perpetuate society's dependence on fossil fuels that not only contribute to climate change but also directly infringe upon the livelihoods and well-being of indigenous communities living on the frontlines of these industries. Similarly, it is imperative to divest from industries and companies who actively support war and occupation, including the apartheid regime of the state of Israel against the Palestinian population. It is important for Toronto Metropolitan University to work with the entire university community to develop, adopt, and implement a broader policy of Socially Responsible Investment (SRI) for its Pension Fund and other investments, through a transparent and effective process.

Policy

2. The Toronto Metropolitan Students' Union Supports:
 - i. Lobbying efforts by students to encourage the University to divest all funds from the fossil fuel industry;
 - ii. Lobbying efforts by students to encourage the University to divest from all Israeli companies and other companies supportive of the state of Israel;
 - iii. University practices that are developed through consultation with the entire University community to implement a broad policy of Socially Responsible Investment (SRI).
3. The Toronto Metropolitan Students' Union Opposes:
 - i. Profiting off any kind of exploitation or oppression.
 - ii. The allocation of public and student money to fund enterprises that perpetuate oppression.

Federal, Provincial and Municipal Elections Campaigns

ADOPTED: May 9, 2004

AMENDED: N/A

Preamble

1. Government policies at all three levels of government have the potential to impact the daily lives of students. On a federal level decision including transfer payment to the provinces, have a direct impact on the affordability, accessibility and quality of post- secondary education. The provincial government's tuition fee framework has a direct impact on the affordability of education for students, and on a municipal level, policies on public transit have an impact on how students get to and from campus. The Toronto Metropolitan Students' Union recognizes the importance of elections and educating the student body on how and why to vote and will organize non-partisan information campaigns to inform students about the federal, provincial and municipal election voting process.

Policy

2. The Toronto Metropolitan Students' Union Supports:
 - i. Campaigning methods that are diverse and that communicate information on how to register and vote in federal elections that could include, but are not limited to, email communication, website info, posters, ads, leaflets, tabling or information events at Toronto Metropolitan University;
 - ii. The use of informational material such as report cards to introduce students to party platforms;
 - iii. The ability for students to vote for candidates on campus for their home riding;
 - iv. Debates, meetings and forums for students to meet and speak with candidates.

Issues Policy #7

Multiculturalism

ADOPTED: March 31, 2012.

AMENDED: N/A

Preamble

1. Celebrating multiculturalism is more than just the ability to share ethnic food, cultural attire, music, and participate in cultural festivals. Multiculturalism recognizes the diverse needs of different ethno-cultural groups and ensures that power structures truly represent the diverse fabric of societies within Canada.

Multiculturalism and diversity in Canada have strengthened the fiber of our society by allowing diverse views and opinions to enter our social, political, and economic spheres. Indigenous peoples play a crucial role in strengthening Canada's ethnocultural composition. The various populations that have immigrated to Canada have made a lasting impact on the way our society functions, particularly in reference to priorities and values. People often migrate because of poverty, war, occupation, and colonization. It is important to acknowledge that Canada's foreign policy plays a role in forcing people to migrate and therefore the state has a responsibility to ensure that ethno-cultural groups are properly served.

Often, institutions and government use the term 'multiculturalism' as a way to assimilate newcomers, ignore systemic racism and deny Canada's historic and present day process of colonization of Indigenous communities.

The Toronto Metropolitan Students' Union has the opportunity to raise awareness and educate its members on issues that affect the local and international community. With the continuing globalization of education and institutions actively recruiting international students, it is important to recognize the contributions and invaluable perspectives of international students, migrants, and other ethno-cultural groups in our society.

Policy

2. The Students' Union Supports:

- i. Immigration policies that are equitable, accessible, and strengthen Canada's cultural fabric;
 - ii. Justice and freedom for migrants, refugees, and non-status people;
 - iii. Access to social and government services regardless of immigration status;
 - iv. Government and decision-making bodies that truly reflect the socio-ethnic diversity of communities within Canada;
 - v. Equitable frameworks of engagement that encourage the meaningful participation of racialized peoples in Canadian institutions and recognize Indigenous sovereignty.
3. The Students' Union Opposes:
- i. Legislation that undermines the value of Canada's diverse ethno-cultural identity;
 - ii. Denying and cutting essential services such as shelters, welfare, housing, and education that support racialized communities, status and non-status immigrants;
 - iii. The establishment of temporary work programs that exploit migrant labour;
 - iv. The cultural assimilation of ethnic groups into a single national identity.

Issues Policy #8

Originality Detection Software (Turn-it-in.com)

ADOPTED: November 17, 2003

AMENDED: N/A

Preamble

1. Turnitin.com is an online originality detection software that identifies cases in which there is cause for concern about academic integrity and citation issues in papers submitted by students for evaluation. It compares a student's work to a database of submitted work and provides the instructor with a report, which identifies cases where language is similar or identical to a previously submitted paper and/or academic journal. It is meant to identify cases where plagiarism may have happened. Access to this tool is expensive and requires supporting the corporations who develop them. The use of this software is on the rise at universities, even mandatory for some courses and assignments.

Policy

2. The Students' Union Supports:
 - i. Proper training and guidance from supervising faculty for the appropriate use of originality detection software for TAs, GAs and other employees for who evaluate students' work;
 - ii. An educational focus to policy concerning academic misconduct and concerns of plagiarism and citation, if it has been proven to have been committed by a student;
 - iii. The academic exercise of sharing properly cited information through paraphrasing or verbatim use in papers being submitted as coursework or research.
3. The Students' Union Opposes:
 - i. Using originality detection software reports as a determination of academic misconduct without proper investigation;
 - ii. Investing student tuition dollars into providing these expensive tools to faculty, and other marking staff;

- iii. Mandatory submission through an originality detection platform without the opportunity to opt-out with reasonable deadlines.

Issues Policy #9

Policing & Militarization

ADOPTED: March 31, 2012

AMENDED: N/A

Preamble

1. The police are an institution empowered by the state to enforce the law, protect property, and limit civil disorder. However, as an institution, the police force often acts in a manner that perpetuates violence, misconduct, discrimination and oppression against already marginalized people.

Racial profiling, excessive use of force, targeted surveillance, victim blaming, immigration raids and criminalization of political dissent are a few of the many ways in which the police uphold systems that perpetuate sexism, racism, homophobia, transphobia, ableism and other forms of marginalization.

Similarly, military forces act as government agents who work to protect the best interests of the state, and carry out policies rooted in colonization. In many cases, police and military forces are used interchangeably and often train and work together on policing initiatives in communities in Canada and around the world, often under the guise of peacekeeping.

At the 2011 G20 summit in Toronto, all levels of government aided in granting police special privileges, equipping them with sound cannons, SWAT teams, security fences, riot gear, and extra detention centers as tools to criminalize and silence dissent.

The excessive use of force by police can also be seen in low-income, marginalized communities, where groups of people who are racialized, impoverished, Indigenous, without status or dealing with mental health and addiction are targeted, placed under surveillance, harassed and profiled on an ongoing basis.

As a response to this, communities are developing alternative and community based models of policing, to ensure community-wide accountability, and to curb high rates of brutality, criminalization, and incarceration.

All people should be free from endangerment and unfair treatment, both in

Canada and globally. Governments have the responsibility to support people living within their borders and act on their behalf at home and internationally. The police and the military both share a history of targeting marginalized communities, and a history of recruiting members from those very groups they target. Students are amongst those groups, the police and military have worked to repress dissent, target student activists, and vulnerable low income students when recruiting new members.

Policy

2. The Students' Union Supports:

- i. Alternative, community-based policing that focuses on crime-prevention and rehabilitation;
- ii. Domestic and foreign policy that aims at peace-building, disarmament, and demilitarization and promotes the safety and human dignity of all people;
- iii. Pacifism as state and societal policy, which calls for the abolition of the institutions of the military and war;
- iv. The development of curriculum in peace studies;
- v. The ideal of multilateral disarmament;
- vi. The elimination of all nuclear weapons as a step towards global peace.

3. The Students' Union Opposes:

- i. Brutality in domestic policing and foreign military actions, including but not limited to actions classified as "peace keeping" and "security";
- ii. The use of police force to perpetuate racism and systemic discrimination;
- iii. The aggressive use of force by police or military against protestors or any civilians in an attempt to repress dissent;
- iv. War and occupation as state policies;
- v. The use of Police to further the Prison-Industrial Complex;
- vi. Cuts to social and educational programs in order to subsidize military spending;
- vii. Forced military conscription;
- viii. Military and police recruitment on campus;
- ix. Plain clothes or uniformed police on Campus as a form of general surveillance.

Issue Policy #10

Prison Industrial Complex & Criminalization

ADOPTED: March 31, 2012.

AMENDED: N/A

Preamble

1. Prison-Industrial Complex (PIC) is a term attributed to the rapid expansion of the inmate population through the increased political influence of the private prison industry that supplies goods and services to government prison agencies. The promotion of prison building as a job creator and the use of inmate labor is also cited as elements of the prison industrial complex.

Additionally, PIC is used to describe the overlapping interests of government and industry that use surveillance, policing, and imprisonment as solutions to what are actually economic, social, and political issues. The system benefits government and industry, as well as those individuals who already hold power in our society. The processes by which this unequal power is garnered and maintained include: creating dominant media images that perpetuate stereotypes of people of color, poor people, queer people, immigrants, youth, etc., as criminal, delinquent or deviant; earning huge profits for companies that provide goods and services to the prison industrial complex; facilitating political gains; increasing the influence of prison guard and police unions; eliminating social and political dissent by people of color, Aboriginal, low-income, immigrant, and other communities who make demands for self-determination and reorganization of power.fv

As discourse grows regarding alternatives, many have visions to abolish the Prison Industrial Complex as a means of smashing structural and societal inequities. Overall, the over-use of incarceration as a solution to societal issues is not effective in deterring or rehabilitating offenders. It exposes offenders and accused offenders to conditions in which they develop habits and attitudes that leave them less, rather than more, able to integrate into society after serving their sentences. These Institutions are costly to build, maintain, operate, and are often used by governments as excuses to cut back funding to social services.

Definitions

The Prison-Industrial Complex is multi-faceted and has multiple components:

2. **Criminalization:** Criminalization is the process through which certain actions become illegal. The process of criminalization is an integral part of the prison industrial complex. It is one of the tools that make it possible for police and the courts to target not only specific actions, but specific groups of people while maintaining a public body that believes that "criminals" are a threat to them and to their families. Criminalization targets entire groups of people, or of particular social circumstances (the homeless, migrants, racialized, youth, sex workers, people with mental illnesses), through surveillance, punishment and control. As new laws are made, harsher punishments and sentencing are created for particular acts associated with certain communities. For example, the criminalization of homelessness includes the control of homeless people through laws that make everything from public urination, to sleeping in the park, to participation in informal economies illegal and punishable. The criminalization of non-citizens and immigrants contributes to racial profiling, unwarranted stop and search of noncitizens and immigrants as well as deportation, detention and imprisonment. The criminalization of youth of color includes the direct incorporation of police forces into school security, as well as laws in many cities that bar young people from congregating in groups (as small as three) on the street.

Criminalization also contributes to the myth that social, political, and economic problems are really "law enforcement" problems - that safety of all kinds, including economic security, can be ensured by watching, controlling, and caging certain groups of people who suffer most under structural inequalities such as poverty or racism.

3. **Policing:** The choices police make about which people to target, what to target them for, and when to arrest and book them, play a major role in who gets incarcerated. As we have seen, those choices are also made within the larger picture of a system of policing that is set up to target poor people, people of color, immigrants, and people who do not conform to socially acceptable behavior on the street or in their homes.
4. **Courts:** Courts are another stage of criminalization and the perpetuation of social inequities. These institutions are used as punitive places, rather than rehabilitative, and its complexity disproportionately affects the homeless, migrants, and people with mental illnesses. Discrepancies in the application of harsh punishments are stark. Classism manifests itself in the court system.

Those who can afford to hire their own attorneys are less likely to be imprisoned. They can afford bail, which allows them to leave jail and conduct their own investigations and better prepare for trial. They can afford better attorneys, better expert witnesses, better private detectives, and more "respectable" alibis.

5. Laws: Governmental laws work to further fuel the PIC. Laws that strengthen criminal offences, introduce mandatory minimum sentences, eliminate conditional sentences, increase pretrial detention, impose harsher sentencing for young offenders, and longer waiting times before individuals apply for pardons are all used as way to fill more bodies in prisons.

Policy

6. The Students' Union Supports:
 - i. Seeking alternatives to prisons for community safety, including crime prevention and rehabilitation;
 - ii. Governments adequately funding public social services and services for youth as a means of crime prevention and community-building;
 - iii. Initiatives that seek to change public discourse and policy on laws that disproportionately and unjustly target specific communities: racialized, immigrant, Aboriginal, low-income, homeless, youth, sex workers, etc.
7. The Students' Union Opposes:
 - i. The over-use and dependence on incarceration as a means to "fix" social issues;
 - ii. Mandatory minimum sentencing laws;
 - iii. The privatization of our prison systems that seeks to provide massive profits for corporations;
 - iv. Reforms to immigration policies that criminalize displaced people and refugees;
 - v. The specific targeting, over-policing, and criminalizing of marginalized and exploited communities.

Issues Policy #11

Privatization of Universities and Colleges

ADOPTED: March 31, 2012.

AMENDED: N/A

Preamble

1. Privatization threatens access to post-secondary education and the integrity of colleges and universities as public institutions. Privatization on campus can take the form of increased tuition fees, partnerships with the private sector for product sales and the provision of services, a cost-recovery approach to campus services, the transfer of institutional facilities and services to private ownership or management, and the opening of fully private post-secondary education institutions.

Privatization is the result of a growing reliance by post-secondary programs and institutions on revenue from private, instead of public, sources. Higher tuition fees are the most common effect of privatization and represent a significant barrier to access for low and middle-income students. In addition to high fees, an increasingly prevalent example of privatization is the reliance of public-private partnerships for funding new buildings, departments, and facilities. Such funding regimes serve to starve certain programs within the post-secondary education system and exacerbate inequities between institutions and programs.

The encroaching privatization of universities and colleges is also manifested in the increased outsourcing of institutional and student-run services, such as food services and administrative services, by large corporate chains. Such agreements frequently give the company exclusive rights to the campus that often can compete directly with, or prohibit the existence of, services and operations run by the campus student unions. Privatized services on campus prioritize profit by maintaining low wages, limiting consumer choice, avoiding ethical purchasing policies, and promoting consumption, all of which can undermine both quality and affordability.

In exchange for generous donations, corporations can receive direct or indirect influence over the governance and management of post-secondary institutions. Direct influence can come in the form of input into course content or research

focus, ownership over research results and outcomes, and representation on departmental, faculty, and institutional governing bodies. As private fundraising increasingly becomes a permanent institutional objective, institutional governing boards have taken on appointees selected, over local community representatives, for their fundraising potential. Indirect influence is a by-product of a greater institutional reliance on private financing and can lead to informal and invisible control, as institutional priorities and policies are modified to fit the interests of corporate sponsors. Both forms of influence undermine the autonomy of institutional governing bodies and threaten to distort the mandate of public postsecondary institutions through the incorporation of business values into the policies and operations of public colleges and universities.

The establishment of fully private for-profit institutions threatens to undermine the entire public system of post-secondary education. The existence of a parallel and competing private education system siphons resources from the public system, offers sub-standard education, and endangers sovereign policy-making under international trade liberalization agreements.

Policy

2. The Students' Union Supports:
 - i. A fully-funded and administered public post-secondary system;
 - ii. Campus services and departments that are fully funded by the government;
 - iii. Institutional policies that restrict the influence and reliance on private sponsorship and donations;
 - iv. Departmental and institutional boards with a majority of members from the campus and immediate community;
 - v. Full and completely academic freedom in regards to research results, outcomes, and content.
3. The Students' Union opposes:
 - i. Any and all forms of privatized education;
 - ii. The reduction of public funding to universities and colleges;
 - iii. The trend toward the deregulation of tuition fees and other user fees for education;
 - iv. Privatization of existing public educational programs and institutions;
 - v. The opening of accredited private post-secondary institutions;
 - vi. The loss of public accountability caused by the replacement of public funds for research with private funds and/or the creation of public-private partnerships;
 - vii. The transfer of institutional facilities and services to private ownership

and/or management;

- viii. The outsourcing of college and university services to private for-profit companies;
- ix. Corporate representation on governing bodies of post-secondary institutions.

Issues Policy #12

Public Funding for Pride

ADOPTED: March 31, 2012.

AMENDED: N/A

Preamble

1. Homophobia, transphobia, and heterosexism are barriers faced by queer and trans students. Organizations and services are crucial in challenging these forms of oppression. Among these services are community agencies, coalitions, and not for-profit organizations, include Pride festivities. Pride festivals are community-based events that celebrate queer and trans-identified people, provide spaces to take action on social issues faced by such communities, and challenge the hegemonic and heteronormative views of love and sexuality. They take on many forms, some as a march, and some as multiple events and actions spread across multiple days. Pride is a time for community organizations that serve the queer and trans community to do outreach and for queer and trans people and allies to take up public space and demand access and equity for all.

Pride festivals and other queer/trans services exist in many Canadian cities, but for many rural, northern, and smaller towns and regions, lack of resources have restricted their visibility and influence. Unfortunately, most Pride festivals and queer/trans service organizations (HIV/AIDS Prevention, youth shelters, suicide prevention, and health promotion organizations) are urban-centric and usually only receive support and funding in major urban centers, leaving queer and trans students in smaller communities without adequate community and public support.

The cities and communities that do have Pride festivities and LGBT services oftentimes face unpredictable public funding, censorship of political or sexual messaging, diminished support from elected officials, and threats from homophobic and transphobic members of the community.

Pride and services for the queer and trans communities provide crucial spaces for celebration, political action, and safe spaces for queer and trans-identified people, specifically students. Adequately funded Pride organizations ensure that the work extends beyond one march, but into year-round community

support, resources, programming, and action. As homophobia and transphobia manifests in our campuses and communities, it is important for students to take the lead in demanding public, accessible, and adequately funded queer/trans services and Pride festivals.

Policy

2. The Toronto Metropolitan Students' Union Supports:
 - i. Pride festivals that are publicly supported and funded;
 - ii. Pride festivals that are community-focused, not-for-profit, and political;
 - iii. Pride festivals that acknowledge the intersection of identities, and the different and distinct barriers by those who identify as "queer", LGB, or trans;
 - iv. Pride festivals that include the meaningful participation and spaces for all members of the community, including women, trans, racialized, Status and Non-Status First Nations, Metis, and Inuit, and people with disabilities;
 - v. Pride festivals that include alternative programming: actions, awareness events, and activities to include the diverse voices of voices of the queer and trans community;
 - vi. Pride festivals and LGBT services publicly funded and supported to serve rural, northern, and smaller regions in Ontario.
3. The Toronto Metropolitan Students' Union Opposes:
 - i. Censorship of community organizations that explore political, social, and global issues
 - ii. Pride festivals that prioritize the needs of corporate sponsors over community
 - iii. Government bodies that cut funding for Pride festivals, and LGBT services and community organizations.

Issues Policy #13

Religious, Cultural and Spiritual Freedom

ADOPTED: March 31 2012

AMENDED: January 2025

Preamble

1. The Toronto Metropolitan Students' Union has an anti-oppression mandate and strives to achieve inclusion not only within the campus, but within society as well. Canada's and Toronto Metropolitan's population is diverse and includes people with different creeds and religious, spiritual, and cultural identities. The Ontario Human Rights Code prohibits discrimination in a range of circumstances on the basis of, among other things, an individual's place of origin, ethnic origin, ancestry, disability and/or creed (including religion and religious beliefs).

Policy

2. The Toronto Metropolitan Students Union supports:
 - i. Full compliance with the *Ontario Human Rights Code*, which protects the right to be free from discrimination on the basis of religion or creed when receiving services;
 - ii. The consideration of religious, spiritual, and cultural holidays in academic scheduling;
 - iii. The right of students to have access to multi-faith prayer space on campus that is stable, accessible, adequate, and respectful to the religious needs of all students;
 - iv. The rights of Indigenous students, staff, and faculty in traditional ceremonial practices, smudging and pipe ceremonies, and to have outside foods brought in that are not accessible within the institution;
 - v. Universities and colleges offering courses on religious understanding and freedom;
 - vi. Food options that are inclusive of all religious, spiritual, and cultural dietary needs at campus dining establishments;
 - vii. Opportunities for members of the campus community to bring in food that is otherwise not available, and the option to opt out of meal plans if dining options do not accommodate their dietary needs.

Issues Policy #14

Tuition Fees

ADOPTED: March 31, 2012

AMENDED: N/A

Preamble

1. The Toronto Metropolitan Students' Union is committed to the establishment of a high-quality, publicly funded, affordable and accessible system of post-secondary education, free of all financial barriers that hinder attendance at college or university. The Students' Union believes that access to post-secondary education is a right and recognizes that tuition fees leave too many students taking on large debt loads, working multiple part-time jobs, or unable to access post-secondary education at all. The current system of tuition fees coupled with loans-based financial assistance unfairly punishes those who cannot afford to pay the upfront costs of attending a post-secondary institution. An accessible, affordable education allows all students to pursue a post-secondary education in the field of their choice regardless of class, gender, race, ability, or sexual orientation. The benefits of post-secondary education are spread horizontally across society, as a highly educated workforce attracts industry and investment, expands the tax base, and pays into a proportionately higher tax bracket. Therefore, if society shares in the benefits of affordable and accessible post-secondary education, then they should also share in the cost through stable and committed public funding.

Policy

2. The Students' Union Supports:
 - i. The establishment of a high-quality, publicly funded system of postsecondary education that removes any and all financial barriers to participation;
 - ii. The creation of a federal Post-Secondary Education Act that will commit a dedicated portion of every provincial transfer payment to the sole purpose of funding post-secondary education;
 - iii. Any government strategy that calls for the progressive reduction of tuition fees with the ultimate goal of eliminating them entirely; and
 - iv. the replacement of loans-based financial assistance with a

comprehensive system of non-repayable needs-based grants to cover the costs of participating in an institution of higher learning.

3. The Students' Union Opposes:

- i. Any increases in tuition fees
- ii. The replacement of public funding with private sponsorship from individuals or corporations for any purpose;
- iii. Differential fees including, but not limited to, those applied to international students
- iv. The financing of post-secondary education through a debt-based system of loans and repayable financial assistance; and
- v. The establishment of income-contingent loans, that favour graduates with higher income employment and punishes those who are unable to receive full- time, stable employment with living wages.

Pro-Choice Student Union

ADOPTED: March 30, 2025

Preamble

1. The Toronto Metropolitan Student Union prohibits all forms of harassment and discrimination on the basis of race, class, religion, sect, gender, or gender identity. As per Section 2 of Canadian Charter of Rights and Freedoms, all students have the right to the following fundamental freedoms:
 - i. Freedom of conscience and religion;
 - ii. Freedom of thought, belief, opinion and expression, including freedom of the press and other media of communications;
 - iii. Freedom of peaceful assembly;
 - iv. Freedom of association.

Policy

1. Anti-choice groups or organizations are those which compromise and/or threaten the freedom and/or wellbeing of women who may contemplate an abortion or have chosen to have an abortion.
2. Pro-choice describes the view that a woman should have the right to determine what she does with her sexual and reproductive health. The moderate and widely supported stance respects and acknowledges a women's intellectual and moral ability to make decisions on what choice is best for her body. Pro-choice is not pro-abortion; it simply defends the right of a woman to decide for herself what to do with her body.
3. The Toronto Metropolitan Students' Union respects and affirms a woman's right to choose.

Issues Policy # 16

Women's Issues

ADOPTED: March 31, 2012

AMENDED: N/A

Preamble

1. Although women have achieved formal legal equality in Canada, gender-based discrimination occurs structurally, individually and institutionally, which directly impacts women's access to post-secondary education and their experience as students. Despite some advancement in the participation of women in postsecondary education, women remain underrepresented in many areas of study including science, engineering and business. The inequity and socio-economic barriers faced by women are evident in the disproportionately high rates of poverty among women; lower wages of women relative to men; the over-representation of women in temporary or part-time work; less access to employment insurance relative to men; the high rates of gender-based violence faced by women, particularly on university and college campuses; and the underrepresentation of women in all levels of government. The Toronto Metropolitan Students' Union recognizes that women are entitled to equal access, freedoms, and initiatives that strive to empower women. The Toronto Metropolitan Students' Union also recognizes that the promotion of women's rights is integral to a fully accessible post-secondary education system.

Policy

2. The Toronto Metropolitan Students' Union Supports A Woman's Right To:
 - i. Freedom of choice of lifestyle, employment, and education as full and equal participants in Canadian society;
 - ii. Equitable access to post-secondary education;
 - iii. Employment, and the right to equal opportunity of employment with equal pay for work of equal value;
 - iv. Access to full, government subsidized, quality daycare, provided by adequately trained and paid child care workers, since equal access to education is limited by a lack thereof;
 - v. Financial student assistance programs which meet the needs of full-time students, part-time students, and single parents, the majority of whom are women, and which does not require dependence on their

parents or spouse;

- vi. Concrete programs for re-entry of women into post-secondary education, to aid women in overcoming the barriers of interrupted studies and inadequate backgrounds;
- vii. Academic counselling which informs women of all educational and employment opportunities available, in order to actively combat the streaming of women into traditional fields;
- viii. Women's right to organize, since women's organizations within the student movement are necessary to actively raise the issues faced by women students, to provide a place for all women to develop organizational and political skills, and to provide a forum where all women can develop a sense of unity and co- operation;
- ix. Organizations that recognize, promote and fund a women's organization on campus to facilitate involvement in women's issues;
- x. An education through non-sexist instruction, textbooks and materials, recognizing that some literature and materials must be viewed relative to their historical or social context but that all instruction, contemporary textbooks and materials should be free of sexual stereotyping and discrimination;
- xi. An educational environment free of advertisements, entertainment programming and/or materials which promote violence against women, sexual stereotyping and/or discrimination;
- xii. Government funded women's studies courses in post-secondary educational institutions;
- xiii. A women's right to control their own bodies, including but not limited to:
- xiv. freedom of expression of sexual orientation;
- xv. freedom of reproductive choice, including access to publicly-funded reproductive health services;
- xvi. freedom from sexual assault and all other forms of violence; and
- xvii. the right to an educational environment free of sexual harassment;
- xviii. Effective, legal, and academic grievance procedures recognized by students, faculty, and support staff; and
- xix. The celebration of International Women's Day on campus.

3. The Toronto Metropolitan Students' Union Opposes:

- i. The exclusion, exploitation and marginalization of women, whether directly or indirectly within patriarchal societies;
- ii. Any government legislation, act or designation that directly or indirectly contravenes or limits women's reproductive rights;

- iii. Any governmental legislation, act or designation that implies or suggests, directly or indirectly, that women in Canada have achieved equality, equity, or fairness, and no longer need to advocate for the development of women's rights;
- iv. Sexism and discrimination against women, including structural, cultural, institutional and individual manifestations;
- v. Violence against women in all its forms, including but not limited to, physical, verbal, and economic violence, and violent representations of women in media;
- vi. Cuts to women's and gender studies courses and programs and academic programs that seek to, investigate, research, and address gender inequity;
- vii. Cuts to grants, scholarships or bursaries dedicated to the support of women students and faculty, and the investigation of gender and women's issues;
- viii. Cuts to government funding allocated for women's advocacy, support and research organizations;
- ix. Differential wages for women and the segregation, stereotyping and undervaluing of work traditionally performed by women and;
- x. Privatization of public services including childcare, health care, education and social services.

Operational Policies

SECTION II

Operational Policy #1

Accommodation For People with Disabilities

ADOPTED: November 16, 2011

AMENDED: N/A

Scope

1. This policy applies to the Toronto Metropolitan Students' Union and all events, services, campaigns, initiatives affiliated with it.

Preamble

2. This policy aims to set out guidelines for the provision of accommodations for people with disabilities while accessing Toronto Metropolitan Students' Union events or services, while maintaining the dignity and autonomy of people with disabilities. The Toronto Metropolitan Students' Union is committed to fostering community and inclusion in adherence to the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. The Toronto Metropolitan Students' Union strives for accessibility through the incorporation of Universal Design while also acknowledging that, at times, individual accommodation may still be required. TMSU is committed to working with people with disabilities in the provision of accommodations in order to create an inclusive environment while maintaining respect, dignity, autonomy, and ensuring the environment is free from harassment and discrimination.

Definitions

3. Disability: The Toronto Metropolitan Students' Union rejects medically-based language like "impairment" or "limitations" in defining disability. Instead, the Students' Union recognizes multiple definitions of disability that are unique to the individual and may include:
 - i. An embodied experience, where people experience their own bodies as being the source of disability;
 - ii. Within society, such as in the attitudes of others, or in the stairs that prevent them from entering a building.
4. Accommodation: Accommodation refers to a planned variation in the provision of services in order to promote inclusion and accessibility for people with disabilities.

5. **Accessibility:** Accessible services are based on inclusive design that acknowledges the differences between groups of individuals when providing services. Ideally services, resources, and spaces will be designed to be inclusive at point of development. The Students' Union will work to create equitable access for people who have disabilities to all of its services and events.

Protocol

6. **Providing Accommodations for persons with disabilities for TMSU events and Initiatives.** Toronto Metropolitan Students' Union shall:
 - i. Consult with those accessing events or initiatives to determine what accommodations they require;
 - ii. Educate staff, board members, and affiliates on their rights and responsibilities in relation to this policy;
 - iii. Provide resources in accessible formats whenever possible;
 - iv. Ensure that people with disabilities have equal access to events and services provided by the Toronto Metropolitan Students' Union;
 - v. Advertise accessibility of services on all promotional materials;
 - vi. Maintain confidentiality of all personal information in relation to the request for accommodation. Any information pertaining to disabilities, reason for accommodation, and the provision of accommodation will not be shared without the expressed consent of the individual.
7. **People requesting accommodations shall:**
 - i. Provide the required information about the accommodations they require to the Toronto Metropolitan Students' Union;
 - ii. Contact the Toronto Metropolitan Students' Union in a timely manner to make a request for accommodations;
 - iii. Collaborate with the Toronto Metropolitan Students' Union as needed to identify accommodation needs and find creative solutions.
8. **Inability to Accommodate:** In some instances, there may be an inability to accommodate as a result of undue hardship. Should this occur, the Toronto Metropolitan Students' Union is committed to exploring alternatives and finding creative solutions.
9. **Dispute Resolution: Process** In the event of a chronic inability to accommodate, the President of the Toronto Metropolitan Students' Union will be responsible for negotiating a resolution that is satisfactory to all parties.
10. **Providing Goods and Services to People with Disabilities:** The Toronto Metropolitan Students' Union is committed to equitable practices and ensuring

all services are accessible to people with disabilities. The Toronto Metropolitan Students' Union recognizes that universal design, along with individual accommodation, is an integral part of promoting inclusion. In addition, the Toronto Metropolitan Students' Union commits to continuing to address barriers to access and ableism within the Toronto Metropolitan community while ensuring dignity, privacy and independence for all.

11. **Assistive Devices:** The Toronto Metropolitan Students' Union will ensure that all staff are trained and familiar with various assistive devices that may be used by individuals with disabilities while accessing our services.
12. **Communication:** The Toronto Metropolitan Students' Union will communicate with people with disabilities in a way that takes into account their disability and treats the individual with dignity and respect.
13. **Service Animals:** The Toronto Metropolitan Students' Union welcomes people with disabilities and their service animals to access all of our services, events, and spaces.
14. **Support Persons:** The Toronto Metropolitan Students' Union welcomes people with disabilities who are accompanied by a support person. In the event that there is an admission charge to an event, the support person will not have to pay a fee.
15. **Notice of Temporary Disruption:** In the event of a planned or unexpected disruption to Toronto Metropolitan Students' Union services or facilities for people with disabilities, the Toronto Metropolitan Students' Union will notify the community promptly. Notices will be clearly posted and include information about the reason for the disruption, its anticipated length of time, and a description of alternative facilities or services, if available. The notice will be posted on the Toronto Metropolitan Students' Union website (www.yourtmsu.ca), and on the third floor of the Student Campus Centre, at the Toronto Metropolitan Students' Union front desk.
16. **Training for Staff:** The Toronto Metropolitan Students' Union will provide training to employees, volunteers and others who deal with the public or other third parties on our behalf. All positions will receive this training, within one month of hiring. Staff will also be trained when changes are made to our plan.
17. **Training will include:**
 - i. An overview of the Accessibility for Ontarians with Disabilities Act, 2005 and the requirements of the customer service standard and the information and communication standard. Those in a managerial

position will also receive training on the employment standards.

- ii. The Toronto Metropolitan Students' Union's plan related to the customer service standard and the information and communication standard. Those in a managerial position will also receive training on the Toronto Metropolitan Students' Union's plan related to the employment standards.
- iii. How to interact and communicate with people with various disabilities in a way that is respectful.
- iv. How to interact with people with disabilities who use an assistive device or require the assistance of a service animal or a support person.
- v. How to use the TTY, wheelchair lift in Oakham House, and other assistive technology as it becomes available to the Toronto Metropolitan Students' Union.
- vi. What to do if a person with a disability is having difficulty in access the Toronto Metropolitan Students' Union's services.

18. Feedback Process: Individuals who wish to provide feedback on the way the Toronto Metropolitan Students' Union provides services to people with disabilities can do so through email, in person, with the suggestion box, or by telephone. All feedback will be directed to the Vice-President Equity. People can expect to get a response within 10 days. Complaints will be addressed according to the Toronto Metropolitan Students' Union's regular complaint process.

Operational Policy #2

Black History Month Recognition

ADOPTED: October 25, 2006

AMENDED: N/A

Preamble

1. Black History Month is formally recognized throughout Canada as it provides an opportunity to share the historical and present contributions of Black, African and Caribbean Canadians as well as to promote racial harmony. The Toronto Metropolitan Students' Union officially recognizes February as Black History Month.

Policy

2. The Toronto Metropolitan Students' Union will recognize Black History in the following way:
 - i. Every year, Black History Month will be formally recognized in the members' handbook;
 - ii. A Black History Month Committee will be formed that will include the Vice- President Equity The Vice President, Student Life and Events, the Events and the Equity Issues Commissioner, Events Coordinator and at least one representative from each of the Black student groups on campus. The purpose of this committee will be to plan at least one educational/celebratory event to be programmed during the month or any other chosen month.

By-Law Amendments

ADOPTED: November 13, 2002

AMENDED: N/A

Preamble

1. The TMSU Bylaws are the legal document that outlines the governance structure of the organization. While the Bylaws may be changed, they may not be amended except by a majority vote of a meeting of members followed by written notice. All by- laws amendments require a final reading at the meeting of the members with a two- thirds (2/3) majority.

Protocol

2. To be considered at a meeting of members, a proposed bylaw amendment must be either:
 - i. Submitted to the Board of Directors at least sixty (60) days prior to the date of the meeting. The Board of Directors shall take reasonable steps to notify the membership of all proposed by-law amendments at least thirty (30) days prior to the date of the meeting of members.
 - ii. The Board of Directors may initiate by-law changes with a two-thirds (2/3) majority vote of the members of the Board of Directors.

Operational Policy #4

Campus Groups Policy

ADOPTED: August 2025

AMENDED: N/A

Please note that this policy does not come into force until January 1, 2026. Until this date, Groups should continue to use the policies contained in the prior Policy Handbook.

Preamble

The Toronto Metropolitan Students' Union (TMSU) is committed to providing support to all recognized TMSU Campus Groups, which in turn offer TMU students opportunities for community building as well as academic, cultural, social and recreational enrichment.

The TMSU has adopted this policy to provide clarity and consistency in its procedures, requirements and expectations for all Campus Groups.

Definitions

Application Period: the designated period during which a Student Group, TMSU Student Group or a Course Union may apply for TMSU Campus Group Status or a renewal thereof, being:

- a) September 10th to October 5th
- b) April 10th to May 5th

Campus Groups Coordinator: The TMSU employee charged with administration of this policy and overseeing Campus Groups.

Course Union: Course Unions represent all students enrolled in a TMU academic program.

Course Union Executive: An executive of a Course Union elected from the members of a TMU academic program and in accordance with the Course Union's constitution, if applicable.

Signing Officer: A TMSU Campus Group Executive appointed as a Signing Officer of a TMSU Campus Group.

Student Group: A group composed of TMU students and active on TMU campus that is not recognized by TMSU as a TMSU Campus Group.

TMSU Campus Group: a TMSU Student Group or Course Union recognized by TMSU pursuant to this policy.

TMSU Campus Group Activities: on- or off-campus events, and/or initiatives, held in-person

or virtually, organized by or affiliated with one or more TMSU Campus Group(s).

TMSU Campus Group Executive: An executive of a TMSU Campus Group appointed in accordance with such TMSU Campus Group's constitution.

TMSU Student Group: a student group which has been approved by TMSU through the process outlined in this policy, and which is not a Course Union. TMSU Student Groups range in purpose and mission but all generally aim to build a community around a shared interest, culture or activity.

36.1: TMSU Student Groups

Application Process

1. A Student Group may apply for recognition as a TMSU Student Group only during an Application Period. Applications submitted outside of an Application Period will not be reviewed or considered unless resubmitted by the Student Group during the next Application Period.
2. To apply to be a TMSU Student Group, a Student Group must submit the following documents via email as directed by the Campus Groups Coordinator

- a) A completed Members Sign-Up Sheet, filled out by at least 20 TMSU Members who are not currently serving TMSU Executive or TMSU Board Members.

The Members Sign-Up Sheet must be administered by using the TMSU-issued [paper sign-up form](#) or another method as directed by the Campus Groups Coordinator. All those who fill out the Sign-Up Sheet must indicate their TMU Student Identification Number.

- b) A cover letter outlining:
 - 1) The Student Group's mission and vision, with specific attention to how the group will add value to the TMU community by serving a unique purpose or role not already available through an existing TMSU Campus Group.
 - 2) A list of at least 5 events which the proposed TMSU Campus Group intends to organize in the coming year, along with a brief description of each event's purpose.
- c) A valid TMSU Student Group constitution. A valid constitution must include the following information:
 - 1) The proposed TMSU Student Group name;
 - 2) A list of all executive positions in the proposed TMSU Student Group, including descriptions of the responsibilities attached to each position, and identification of the three executive positions with Signing Officer authority;

- 3) A description of the procedure by which new TMSU Student Group Executives will be selected each year; and
- 4) Provisions stating that:
 - i. The Executives are responsible for planning activities and projects, and ensuring that TMSU and Toronto Metropolitan University policies are adhered to.
 - ii. Only TMSU Members who are not currently serving as TMSU Executives or Board Members are eligible to serve as TMSU Campus Group Executives.
 - iii. The proposed TMSU Student Group is independent of TMSU, not an agent of TMSU, and will not hold itself out as representing TMSU.
 - iv. TMSU will not normally interfere in the activities and operations of the Student Group. TMSU does, however, have the power to investigate complaints made by any member of the Student Group concerning alleged violations of this constitution or TMSU policies.
 - v. If the proposed TMSU Student Group fails to renew its TMSU status or has had its TMSU status revoked and is not re-approved for TMSU status for a period of two (2) academic years, and the proposed TMSU Student Group continues to hold a balance of funds in its Trust Account, the full balance will be forfeited and reallocated at the sole discretion of the TMSU for another purpose, including but not limited to:
 - a. A donation to a charity or non-profit organization that aligns with the defunct TMSU Student Group's mandate as set out in the defunct TMSU Student Group's cover letter; or
 - b. Allocation to another existing or newly approved TMSU Student Group with a similar mandate as the defunct TMSU Student Group.

Applicants must use the [template constitution](#), available on the TMSU's website.

- d) A completed Signing Officer Registration Form, identifying the three (3) Signing Officers for the proposed TMSU Campus Group. Only TMSU Campus Group Executives may be Signing Officers. In accordance with the Registration Form, Signing Officer identification must include:
 - 1) Full legal name
 - 2) Preferred name
 - 3) Executive position title
 - 4) TMU email address
 - 5) Personal phone number
- e) A Declaration of Affiliation Form must be completed and signed by all Signing Officers. The completed form must include:

- 1) Whether the proposed TMSU Student Group intends to be affiliated with or act as a TMU campus branch for an external organization;
- 2) If no external funding or in-kind contributions are expected to be received by the TMSU Campus Group, this must be clearly stated in the form; and
- 3) If external funding or in-kind contributions are expected to be received, the proposed TMSU Campus Group must list:

- a. The source(s) of any external funding and/or in-kind contribution(s); and
- b. The total amount of external funding which the TMSU Campus Group expects to receive in the coming year, and/or a description - including an estimate of monetary value - of all in-kind contribution(s) which the TMSU Campus Group expects to receive in the coming year.

Should any of the information contained in the Declaration of Affiliation Form change after the form is submitted, an updated form must be completed, signed and submitted to the Campus Groups Coordinator within one (1) month of the date on which the new information is obtained.

3. TMSU retains sole and absolute discretion in deciding whether to designate any Student Group as a TMSU Student Group.
4. In deciding whether to recommend or grant TMSU Student Group status to a Student Group, the Campus Groups Coordinator and/or Student Groups Committee shall consider:
 - a) Whether the Student Group has properly completed and submitted all required documentation;
 - b) Whether the Student Group has been granted TMSU Student Group status in the past;
 - c) Whether the Student Group has been subject to Campus Group sanctions in the past;
 - d) Whether there are already TMSU Campus Groups holding a similar mandate and/or exercising a similar function to the Student Group;
 - e) Whether the Student Group's stated mission and vision align with TMSU's objectives, including empowering and building community amongst TMU students; and
 - f) Any other factors that are relevant.
5. The Campus Groups Coordinator shall review all applications submitted in compliance with the requirements set out above and make a determination regarding whether to

recommend each Student Group to the Student Groups Committee to receive TMSU status.

6. The Student Groups Committee shall, upon receiving the Campus Groups Coordinator's recommendation and supporting documentation, make a final determination of whether or not to designate the Student Group as a TMSU Student Group.
7. Student Groups will be informed of whether or not they have been granted TMSU status via email by:
 - a) the end of October, for Student Groups who applied during the September/October Application Period; or
 - b) the end of August, for Student Groups who applied during the April/May Application Period.
8. TMSU Student Group status is valid for a one-year period.
9. TMU Student Groups will be informed of the Student Groups Committee's decision via email.

Renewal Process for Campus Groups with Existing TMSU Status

10. TMSU Student Groups are recognized for a maximum one-year period only. TMSU Student Groups may submit a renewal application in accordance with the criteria listed in this policy during an Application Period and prior to the lapse of TMSU Student Group Status. Absent exceptional circumstances, renewal applications submitted outside of an Application Period or after TMSU Student Group recognition has lapsed will not be accepted.
11. To be considered for renewed TMSU Student Group status, every TMSU Student Group must:
 - a) Remain in continued compliance with the TMSU Campus Groups Code of Conduct (see *Operational Policy #5 - Campus Groups Code of Conduct, Complaints, Investigations and Sanctions Policy*), and
 - b) Submit the following documents to the Campus Groups Coordinator via email:
 - i. An updated TMSU Campus Group Membership List that fulfills the criteria listed in Section 2(a);
 - ii. A valid TMSU Student Group Constitution in accordance with the requirements set out in Section 2(c), above;
 - iii. An updated Signing Officer Registration Form, completed in accordance with the requirements set out in Section 2(d), above; and
 - iv. An updated Declaration of Affiliation Form, completed by a Signing Officer in accordance with the requirements set out in Section 2(e), above. The

renewing TMSU Student Group must also use this Form to disclose the amount and sources of any and all non-TMSU funding received during the past year.

12. Regardless of a TMSU Student Group's fulfillment of the criteria listed above, status renewal is not automatic. TMSU retains sole and absolute discretion to approve or deny renewal requests.
13. The Student Groups Committee and/or Campus Groups Coordinator shall consider the factors listed in Section 4, above, in determining whether or not to recommend or grant a TMSU Student Group with renewed status.
14. The Campus Groups Coordinator shall review all renewal applications submitted in compliance with the requirements set out above and make a recommendation regarding whether or not to recommend each TMSU Student Group to the Student Groups Committee for status renewal.
15. The Student Groups Committee shall, upon receiving the Campus Groups Coordinator's recommendation and supporting documentation, make the final determination of whether or not to renew the TMSU Student Group's status.
16. Existing TMSU Student Groups applying for renewed status will be informed of the outcome of their renewal application via email.
17. If status renewal is granted, status shall be valid for a maximum one-year period.
18. Absent exceptional circumstances, if a TMSU Student Group fails to fulfill the renewal requirements outlined in this policy by the end of the Application Period, the group shall revert to a Student Group and will no longer be eligible for renewal. If a Student Group in this position wishes to re-acquire TMSU Student Group status, the Student Group must submit an application per the procedure set out in Sections 1-9.

Appeal Process for TMSU Student Group Application and Renewal Decisions

19. Any Student Group that is denied TMSU Student Group status, either on initial application or renewal application, may submit one written appeal of the decision via email to the Campus Groups Coordinator.
20. Appeals must be submitted within two weeks of receiving the relevant decision.
21. Upon receiving an appeal request the Campus Groups Coordinator shall refer the matter to the Vice President Student Life so that the appeal can be placed before the TMSU Executive Committee.
22. For their consideration of the appeal, the Executive Committee must be provided with:

- a) The Campus Groups Coordinator's recommendation and supporting documentation;
 - b) The relevant minutes of the Student Groups Committee; and
 - c) Written submissions, if any have been provided, from the Student Group.
23. The Executive Committee may consider any of the factors listed in Section 4, above, in determining the outcome of the appeal.
24. Members of the Student Groups Committee may be present for and contribute to the Executive Committee discussion but shall not be eligible to vote on the outcome of the appeal.
25. In response to an appeal, the Executive Committee may either uphold the Student Groups Committee's Status decision, reverse the Student Groups Committee's Status decision, or remit the matter back to the Student Groups Committee for further consideration and decision.
26. The Student Group will be informed of the Executive Committee's appeal decision via email.
27. All appeal decisions made by the Executive Committee are final.
28. Student Groups that have been denied TMSU Student Group recognition, whether on initial application or renewal, may not reapply for TMSU Student Group recognition until one (1) subsequent Application Period has passed since the date on which they were denied TMSU Student Group status.

36.2: TMSU Course Unions

29. The TMSU may recognize one (1) Course Union for each TMU undergraduate program listed on [TMU's website](#), and one (1) for the Lincoln Alexander School of Law.
30. Every TMU student is automatically a member of their designated program's Course Union.
31. Every Course Union shall have elected Course Union Executives. Only the Course Union Executives may apply for TMSU funding on behalf of their respective Course Union.

Creation of a New Course Union

32. If there is an eligible TMU program without an existing Course Union, a student in the relevant program may contact the Campus Groups Coordinator to request the formation of a new Course Union.
33. If there is no existing Course Union, the Campus Groups Coordinator and/or the Student

Groups Committee will support the student(s) in conducting an inaugural election for the new program's Course Union Executives.

34. Within two (2) weeks of the election of Course Union Executives for a new Course Union, the new Course Union Executives must submit the following documentation to the Campus Groups Coordinator via email:
- a) A valid Course Union constitution, which must include the following information:
 - 1) The Course Union name;
 - 2) A list of all executive positions in the Course Union, including descriptions of the responsibilities attached to each position and identification of the three executive positions with Signing Officer authority;
 - 3) A description of the procedure by which new Course Union Executives will be selected each year; and
 - 4) Provisions stating that:
 - i. The Executives are responsible for planning activities and projects, and ensuring that TMSU and Toronto Metropolitan University policies are adhered to.
 - ii. Only TMSU Members who are not currently serving as TMSU Executives or Board Members are eligible to serve as TMSU Campus Group Executives.
 - iii. The Course Union is independent of TMSU, not an agent of TMSU, and will not hold itself out as representing TMSU.
 - iv. TMSU will not normally interfere in the activities and operations of the Course Union. TMSU does, however, have the power to investigate complaints made by any member of the Course Union concerning alleged violations of this constitution or TMSU policies.
 - v. If the Course Union fails to renew its TMSU status or has had its TMSU status revoked and is not re-approved for TMSU status for a period of (2) two academic years, and the proposed Course Union continues to hold a balance of funds in its Trust Account, the full balance will be forfeited and reallocated at the sole discretion of the TMSU for another purpose, including but not limited to:
 - a. Allocation to the Student Society for the Faculty to which the defunct Course Union's program belongs; or
 - b. Allocation to a newly approved Course Union designated for the same or a similar program as the defunct Course Union was designated.

Course Unions must use the [template constitution](#), available on the TMSU's website.

- b) A completed Signing Officer Registration Form, identifying the three (3) current Signing Officers for the Course Union. Only TMSU Campus Group Executives may

be Signing Officers. In accordance with the form, Signing Officer identification must include:

- 1) Full legal name
 - 2) Preferred name
 - 3) Executive position title
 - 4) TMU email address
 - 5) Personal phone number
- c) A Declaration of Affiliation Form completed by a Signing Officer. The completed Form must be signed by all Signing Officers for the Course Union and must indicate:
- 1) Whether the Course Union expects to receive funding of any amount or in-kind contributions of any kind from any source other than TMSU during the coming year;
 - 2) If no external funding or in-kind contributions are expected to be received by the Course Union, this must be clearly stated in the Form;
 - 3) If external funding or in-kind contributions are expected to be received, the Course Union must list:
 - a. The source(s) of any external funding and/or in-kind contribution(s); and
 - b. The total amount of external funding which the Course Union expects to receive in the coming year, and/or a description - including an estimate of monetary value - of all in-kind contribution(s) which the Course Union expects to receive in the coming year;
- Should any of the information contained in the Declaration of Affiliation Form change after the form is submitted, an updated form must be completed, signed and submitted to the Campus Groups Coordinator within fifteen (15) days of the date on which the new information is obtained.
35. The Campus Groups Coordinator will review the new Course Union's required materials and assess whether all requirements have been properly met before officially recognizing the new Course Union.
36. The Campus Groups Coordinator will notify the Course Union Executives of their decision via email.

Renewal Process for Course Unions

37. Course Unions are recognized for a maximum one-year period only. Course Unions may submit a renewal application in accordance with the criteria listed in this policy during an Application Period and prior to the lapse of TMSU Course Union Status. Absent exceptional circumstances, renewal applications submitted outside of an Application Period or after TMSU Course Union recognition has lapsed will not be accepted.

38. To be considered for renewed TMSU Course Union status, every TMSU Course Union must:
- a) Remain in continued compliance with the TMSU Campus Groups Code of Conduct (see *Operational Policy #5- Campus Groups Code of Conduct, Complaints, Investigations and Sanctions Policy*), and
 - b) Submit the following documents to the Campus Groups Coordinator via email:
 - 1) A valid Course Union constitution in accordance with the requirements set out in Section 34(a), above;
 - 2) An updated Signing Officer Registration Form, completed in accordance with the requirements set out in Section 34(b), above; and
 - 3) An updated Declaration of Affiliation Form, completed by a Signing Officer in accordance with the requirements set out in Section 34(c), above.
39. The Campus Groups Coordinator will review each of these documents and make a recommendation regarding whether or not to recommend each Course Union to the Student Groups Committee for status renewal.
40. The Student Groups Committee will, upon receiving the Campus Groups Coordinator's recommendation and supporting documentation, make the final determination of whether or not to renew the Course Union's status.
41. Existing Course Unions will be informed of the outcome of their renewal application via email.



Campus Groups Code of Conduct, Complaints, Investigations and Sanctions Policy

ADOPTED: August 2025

AMENDED: N/A

Please note that this policy does not come into force until January 1, 2026. Until this date, Groups should continue to use the policies contained in the prior Policy Handbook.

Definitions

Capitalized terms not otherwise defined in this policy have the meaning ascribed to such terms in *Operational Policy #4 – Campus Groups Policy*.

Code of Conduct

1. All TMSU Campus Groups must adhere to the following Code of Conduct provisions at all times:
 - a) TMSU Campus Groups must adhere to all applicable TMSU and TMU policies, the *Ontario Human Rights Code*, *R.S.O.1990, c.H.19*, and all other applicable legal obligations.
 - b) TMSU Campus Groups must strive to make a positive contribution to the academic and/or co-curricular lives of TMU students.
 - c) TMSU Campus groups must not act as agents of TMSU, or hold themselves out to be representatives of TMSU.
 - d) TMSU Campus Group Executives must not be simultaneously serving on the TMSU Executive or TMSU Board of Directors. If a TMSU Campus Group Executive falls into contravention of this rule at any time, they are in a conflict of interest and must immediately resign from either their position as a TMSU Campus Group Executive, or as a TMSU Executive or Board Member, or both.
 - e) At least two TMSU Campus Group Executives from every TMSU Campus Group must attend any mandatory Campus Groups training as required by TMSU.
 - f) TMSU Campus Group Executives and other TMSU Campus Group representatives must communicate with TMSU Executives, Board Members and staff in a respectful manner.
 - g) TMSU Campus Groups must operate on a not-for-profit basis. Any revenue

generated through TMSU Campus Group Activities may only be used to support the operations of the TMSU Campus Group, or to support a charitable cause in accordance with the requirements set out in *Operational Policy #6 – TMSU Campus Groups Funding Policy*.

- h) TMSU Campus Groups must not charge membership fees or levies of any kind.
 - i) All funding received from the TMSU must be responsibly managed by the TMSU Campus Group, and used only for purposes explicitly pre-approved by the TMSU (see *Operational Policy #6– TMSU Campus Groups Funding Policy* for further details).
 - j) TMSU Campus Groups must provide truthful, up-to-date and complete financial records to the Campus Groups Coordinator, the Student Groups Committee, TMSU Executives, and/or the Board of Directors upon request.
 - k) TMSU Campus Groups must not proselytize.
 - l) TMSU Campus Groups must not formally affiliate themselves with any provincial or federal political parties.
2. The TMSU retains sole and exclusive discretion to place a TMSU Campus Group on probation or revoke the status of a TMSU Campus Group in accordance with this policy. Failure to abide by any of the rules in the Code of Conduct may result in placement on probation and/or revocation of status as a TMSU Campus Group, or such other sanction as may be determined in accordance with this policy.

Complaints and Investigations

Raising a Code Violation Complaint

- 3. If a TMSU Member becomes aware of a possible violation of the TMSU Campus Group Code of Conduct, the student (the "**Complainant**") may raise a complaint with the TMSU Campus Groups Coordinator via email (a "**Complaint**").
- 4. For a Complaint to be considered for further review, the Complainant must disclose, to the best of their ability, the following information to the Campus Groups Coordinator within two (2) weeks of witnessing or discovering the alleged violation:
 - a) A detailed description of the issue complained of, including, if applicable, the location, date and time when the alleged violation occurred;
 - b) The nature of the Complainant's relationship to the TMSU Campus Group or TMSU Campus Group Executives in issue;
 - c) The source of the Complainant's knowledge regarding the alleged violation;
 - d) All evidence of the violation in the Complainant's possession, power or control; and
 - e) Reference to the specific rule within the Code of Conduct which the Complainant believes to have been breached.

5. On receipt of a valid Complaint, the Campus Groups Coordinator will attempt to informally resolve the situation by speaking with the Complainant and the relevant TMSU Campus Group Executives (the "**Respondents**").
6. If an informal resolution is not achieved, the Complainant may request that the Complaint be referred for further review by the Student Groups Committee. In deciding whether to refer a complaint to the Student Groups Committee, the Campus Groups Coordinator may consider one or more of the following factors:
 - a) The seriousness of the alleged Code of Conduct violation;
 - b) Whether the Complaint was brought within two (2) weeks of the alleged violation;
 - c) Whether the alleged violation has already been the subject of earlier complaint and/or investigation;
 - d) Whether the Complaint is trivial, frivolous or vexatious;
 - e) Whether, on its face, the Complaint fails to disclose an actual Code of Conduct violation;
 - f) Whether the conduct complained of is or may be ongoing;
 - g) Whether a different authoritative body, either within or external to TMU, or is better positioned to handle the complaint; and
 - h) Whether further review of the alleged violation is in the best interests of TMSU Members.
7. The Campus Groups Coordinator will advise the Complainant and Respondents of its referral decision via email.
8. The Campus Groups Coordinator also retains the ability to refer a possible Code of Conduct violation to the Student Groups Committee in the absence of a specific complaint from a TMSU Member. In deciding whether to refer a possible violation, the Campus Groups Coordinator will consider the factors set out in Section 7 of this policy.

Review of Code Violation Complaint by Student Groups Committee

9. The Student Groups Committee shall review any Complaint referred to it by the Campus Groups Coordinator.
10. Upon receipt of a complaint, the Student Groups Committee shall provide notice of the Complaint to the Respondents, who will have two weeks to provide relevant submissions and/or evidence to the Student Groups Committee.
11. As part of the Student Groups Committee's review of a complaint, the Committee may:
 - a) Request any potentially relevant documentation or other evidence from the Complainant and/or the Campus Group under review; and/or
 - b) Request a meeting with the Complainant and/or TMSU Campus Group Executives

or members.

12. Where the Complaint includes allegations that the *Human Rights Code* or other applicable law has been breached, the Student Groups Committee shall receive legal advice to inform their review prior to making a determination.
13. Once the Committee's review is complete, the Committee shall decide, with regard to all available evidence, whether a Code of Conduct violation has occurred.
14. The Committee will report its decision, with reference to the specific sections of the Code of Conduct which were or were not found to have been violated, to the Complainant and the Respondent via email.

Sanctions for Code Violations

15. If a Code of Conduct violation is found to have occurred, the Committee will decide on a fair and appropriate penalty, which may include:
 - a) Providing a letter educating the TMSU Campus Group as to the applicable policies or laws;
 - b) Issuing a written warning to the TMSU Campus Group;
 - c) Requesting that one or more TMSU Campus Group Executives resign;
 - d) Suspending access to the Campus Group's Budget and Trust Accounts and rescinding any previously-approved, unspent, TMSU funding allocations;
 - e) Placing the TMSU Campus Group on probation for a specified duration to a maximum of two (2) semesters, and which may include a partial or complete restriction on the TMSU Campus Group's eligibility to apply for TMSU funding; or
 - f) Revoking the group's recognition as a TMSU Campus Group. If a group's status has been revoked, the Student Group may not re-apply for TMSU Campus Group recognition for a minimum of one (1) semester, up to a maximum of three (3) semesters. The Committee will specify the term of ineligibility for re-application in its penalty decision.
16. When determining the appropriate penalty for a violation / violations of the Campus Group Code of Conduct, the Student Groups Committee should consider the following factors and principles:
 - a) Proportionality: the penalty should be proportionate to the gravity of the violation and the degree of responsibility of the violating party/parties.
 - b) Parity: a penalty imposed for a particular violation should be similar to the penalty imposed for similar violations committed in similar circumstances.
 - c) Totality: if the violation comprises multiple breaches of the Code of Conduct, there should be a global penalty which accounts for all breaches as a whole.
 - d) No Double Punishment: once a TMSU Campus Group has been penalized for a particular violation, they should not be penalized again for the same violation.
 - e) Any relevant aggravating and/or mitigating factors.
 - 1) of aggravating factors, which may suggest that the penalty should be more severe, include, but are not limited to:

- i. The violation was pre-meditated and/or intentional.
 - ii. The violating party/parties did not take reasonably available steps to correct the violation within a reasonable time period.
 - iii. The TMSU Campus Group received a relevant warning from the Committee or Administrator regarding the conduct at issue, but no steps were taken to correct the conduct.
 - iv. The TMSU Campus Group received a penalty for a Code of Conduct violation in the past.
 - v. The violation encompasses various breaches of the Code Conduct;
 - vi. An individual improperly received a measurable benefit as a direct result of the violation.
 - vii. The violation caused harm to TMSU Members.
 - 2) Examples of mitigating factors, which may suggest that the penalty should be less severe, include, but are not limited to:
 - i. The violation was not pre-meditated and/or was unintentional.
 - ii. The TMSU Campus Group or a representative of the TMSU Campus Group took reasonably available steps to address the situation within a reasonable time period.
 - iii. The TMSU Campus Group has no pre-existing record of warnings or violations.
 - iv. The violating party/parties were candid and forthcoming in their response to the complaint.
17. The Student Groups Committee will inform the Complainant and the Respondent of its penalty decision via email. The Student Groups Committee will note any specific terms of the penalty as well as the date upon which the penalty shall become effective.

Appeal Process for Sanctions Decisions

18. All Code of Conduct and penalty decisions of the Student Groups Committee are final and may not be appealed, with the exception of:
- a) Decisions suspending access to current Budget and/or Trust Account;
 - b) Decisions that resulted a TMSU Campus Group's eligibility for future funding being cut by 25% or more; and/or
 - c) Status revocation.
19. If a TMSU Campus Group disagrees with a non-appealable decision, the TMSU Campus Group Executives may submit a written response to the Campus Groups Coordinator. The written response will be kept on file with TMSU and shall be considered at any future relevant complaint.
20. If the decision is appealable, the Respondent may submit a written appeal to the Campus Groups Coordinator via email.
21. Appeals must be submitted within two (2) weeks of receipt of the Student Group Committee's penalty decision. Upon receiving an appeal request the Campus Groups

Coordinator shall refer the matter to the Vice President Student Life so that the appeal can be placed before the Executive Committee.

22. Multiple appeals of the same decision will not be accepted or considered.
23. For their consideration of the appeal, the Executive Committee must be provided with:
 - a) The initial submissions from the Complainant and Respondent, along with any supporting documentation;
 - b) The minutes of the relevant Student Groups Committee meeting; and
 - c) Written appeal submissions, if any have been provided, from the Complainant and Respondent.
24. Members of the Student Groups Committee may be present for and contribute to the Executive Committee discussion but shall not be eligible to vote on the outcome of the appeal.
25. Appeals of the penalty imposed should be considered by the Executive Committee with reference to the factors listed in Section 17, above.
26. In response to an appeal, the Executive Committee may:
 - a) Uphold the finding of a Code of Conduct violation;
 - b) Overturn the finding of a Code of Conduct violation;
 - c) Uphold the penalty imposed;
 - d) Reduce the penalty imposed; or
 - e) Return the matter to the Student Groups Committee for reconsideration.
27. The Respondent and Complainant will be provided with the Executive Committee appeal decision and accompanying reasons for its decision via email.
28. All appeal decisions made by the Executive Committee are final.

Conflict of Interest

ADOPTED: Mar 20, 2003

AMENDED: Oct 20, 2004

AMENDED: June 16, 2004

AMENDED: November 17, 2025

Policy

Conflict of Interest

1. A conflict of Interest occurs when a Board Member jeopardizes his or her position of trust by having a private interest in the outcome of a decision.
2. To avoid a conflict of interest, Board Members shall not engage in any business or transaction or have a financial or other personal interest that may improperly impact upon the performance of their official duties. This includes but is not limited to having material interest in any business that has dealing with the Toronto Metropolitan Students' Union and/or having immediate relatives who have a material interest in the same manner. Any kind of recognition, accepting, offering or agreeing to a reward, commission, advantage, or benefit of any kind from a source that has dealings with the Toronto Metropolitan Students' Union, is also considered a conflict of interest. Engaging in any business that interferes with their board performance may be a conflict of interest.
3. Board Members must disclose all business, commercial, financial and other interests that may be construed as a potential conflict with their official duties.
4. The timing for the disclosure of a potential conflict of interest is at the earliest of any of the following:
 - a. At the meeting at which a proposed contract or transaction is first considered;
 - b. If the Director was not then interested in a proposed contract or transaction, at the first meeting after the Director becomes so interested;
 - c. If the Director becomes interested after a contract is made or a transaction is entered into, at the first meeting after the Director becomes so interested; or

- d. If a person who is interested in a contract or transaction later becomes a Director, at the first meeting after the Director becomes a Director.
- 5. A Board Member with a conflict of interest shall not attend any part of a meeting of the Directors or a Committee meeting during which the contract or transaction is discussed and shall not vote on any resolution to approve the contract or transaction unless the contract or transaction is:
 - a. One relating primarily to their remuneration as a director of the Corporation or an affiliate;
 - b. One for indemnity or insurance under By-law 4.11; or
 - c. One with an affiliate of the Corporation.
- 6. Board Members that do not disclose the conflict of interest or recuse themselves as required by the By-laws or this policy are deemed to be in a conflict of interest, and will have breached this policy.

Operational Policy #7

Distribution of Print Material

ADOPTED: March 20, 2003

AMENDED: N/A

Preamble

1. The TMSU is a non-profit organization designed to service the needs of students of Toronto Metropolitan University and a large number of services are made possible through revenue from outside advertising sources without having to charge the students of Toronto Metropolitan University.

Protocol

2. The only publications allowed to distribute on campus in TMSU spaces must be fully owned or approved by TMSU or its affiliates, Rye Eye Publishing Inc., or the Toronto Metropolitan School of Journalism.
3. Any publications seeking to be excluded from this policy to be granted distribution rights must present a motion to the TMSU Board of Directors at any meeting throughout the year. This motion must be passed by two-thirds (2/3) majority vote of the members of the Board of Directors for the presenter to gain distribution rights.
4. This Distribution Policy will be enforced only when a complaint is lodged by TMSU or Rye Eye Publishing Inc.
5. Job postings are exempt from this policy.

Operational Policy #8

Diverse Representation

ADOPTED: July 7, 2005.

AMENDED: N/A

Preamble

1. The Executive Committee will commit the Toronto Metropolitan Students' Union to take proactive and practical steps that will allow the Toronto Metropolitan Students' Union to develop and implement a strategy for inclusivity in our services, events, advocacy, campaigns, and to further ensure there is diversity and diverse representation in all programming and organization of our work.

Protocol

2. Under the responsibility of the Vice President Equity and the Equity and Campaigns Organizer, all committees of the TMSU will develop and implement a strategy to ensure that the Toronto Metropolitan Students' Union is striving for inclusion, diversity, and diverse representation of all our members.

Operational Policy #9

Section Title / Email Signature

ADOPTED: November 30, 2006

AMENDED: N/A

Preamble

1. To improve communication, improve branding protocols, and provide consistency for the Toronto Metropolitan Students' Union with our members, coalition partners and the Toronto Metropolitan community, an email-signature protocol for all staff, Graduate Representatives and Executive members of the Toronto Metropolitan Students' Union is required.

Protocol

2. The following email signature must be used in all TMSU email communications:
Name Title Toronto Metropolitan Students' Union Local 24, Canadian Federation of Students Tel: 416-979-5255 ext. (Your extension) Fax: 416-979-5260 (your email) 55 Gould St. Room SCC 311 Toronto, ON M5B 1E9 (Optional for staff: Represented by CUPE Local 1281) The information transmitted herein is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or action taken in reliance upon, this information by persons or entities other than the intended recipient and delegates is strictly prohibited. If you have received this transmission in error, please contact the sender and delete the contents hereof from any computer, file, account or other storage device.
3. Additions to signatures No additional or alternative points should be added to the signature.

Operational Policy #10

Equity Hiring Policy

ADOPTED: August 25, 2005

AMENDED: N/A

Scope

1. This policy applies to both, and full and part time hires of the TMSU.

Preamble

2. In adopting an employment equity statement to all hiring postings, the Toronto Metropolitan Student Union is acknowledging:
 - i. That we live in society rooted in oppression and inequalities;
 - ii. That structural injustice and unconscious prejudice influence our experiences;
 - iii. That there is a great need to compensate for these inequalities in our hiring policy and practices;
 - iv. The importance of incorporating the knowledge and guidance from oppressed people's experience within the organization;
 - v. It is recognized that a representative workforce will only be achieved by ensuring that designated group members are not only given fair opportunities in obtaining jobs but that they are qualified and maintain performance expectations.

Policy

3. The Toronto Metropolitan Student Union understands that the "promotion of employment equity" is intended to achieve a workforce that is representative of the TMSU diverse membership of constituents. The Students' Union, including management and staff, will strive to meet this objective not simply because it is equitable, just and fair, but it is a matter of remaining relevant and connected to our membership.

Definitions

4. Designated Groups For the purposes of this hiring "designated groups" include those identified under the Federal Employment Equity Act as being

disadvantaged in employment are:

- i. Women;
- ii. Aboriginal People;
- iii. People with disabilities;
- iv. People of color (referred in the Federal Employment Act as "visible minorities");
- v. Queer-identified and Trans Students.

Protocol

5. The promotion of employment equity means:
 - i. Adopting special measures to correct systemic barriers in order to ensure that designated equity-seeking groups are included and not excluded;
 - ii. The employer has a duty to accommodate employees in designated groups, including a review of employment systems, policies, and practices;
 - iii. Maintaining fair and open recruitment and job selection procedures.

Operational Policy #11

Equity Service Centres

ADOPTED: April 2010

AMENDED: January 2025

Scope

1. This policy applies to designated Equity Service Centers.

Preamble

2. The Toronto Metropolitan Students' Union (TMSU) is dedicated to fulfilling the advocacy and services needs of its membership. The TMSU recognizes that groups among its membership, who are marginalized on campus and within society, require the resources to organize from and for their unique constituency group.

Policy

3. To meet the diverse needs of marginalized groups, the TMSU will undertake education and campaign work, conduct outreach, offer services and organize social initiatives that enhance the post-secondary experience for marginalized groups and issues, the rest of the TMSU membership and the Toronto Metropolitan community as a whole. The TMSU recognizes the following groups as marginalized constituents at Toronto Metropolitan University and will establish specific resources to improve the lives of:
 - i. women,
 - ii. students with disabilities,
 - iii. racialized students,
 - iv. low-income/impoverished students,
 - v. gay students,
 - vi. lesbian students,
 - vii. bisexual students,
 - viii. queer students,
 - ix. Two-spirited students,
 - x. transgendered students.

To this end, the TMSU has adopted the following policy for the creation of its Equity Service Centers.

Definitions

4. Equity Service Centres: An "Equity Service Centre" or "Centre" is a service belonging to the TMSU that is designated as an Equity Service Centre pursuant to section 5 of this policy whose designation has not been dissolved pursuant to section 7 of this policy. Section 14 of this policy identifies each of the Equity Service Centres as of the date of this policy. Each Equity Service Centre is a group that aims to provide spaces for marginalized members of the campus community to organize campaigns, and to provide education, outreach initiatives, events and services to a designated group. All Equity Service Centres must operate with an anti-oppression framework and must be available to members of the Toronto Metropolitan community, with an emphasis on students.

Protocol

5. Establishment of Equity Service Centre
 - i. Members seeking the establishment of an Equity Service Centre must adhere to the following procedure. Submit a proposal in writing to the Board of Directors for approval that must include, but is not limited to:
 - i. Rationale for why the establishment of the Equity Service Centre is needed,
 - ii. its purpose in the community
 - iii. its overall goal for meeting the needs of marginalized TMSU members on campus;
 - iv. Evidence that such a Equity Service Centre does not significantly overlap in scope or function with an existing Equity Service Centers;
 - v. A contact list of at least fifty (50) current TMSU members that would support the creation of a new service group in the way that the document proposes;
 - vi. An overview of potential campaigns, events and service initiatives that the proposed group could offer;
 - ii. Through communication with the TMSU Vice President Equity, and with help of the Equity and Campaigns Organizer, those seeking to create a new Equity Service Centers must obtain approval, in writing, by a majority vote of staff of the Equity Services Centers and CESAR Designate;
 - iii. Upon receipt of a written proposal, the Board of Directors may approve the establishment of an Equity Service Centre by a two-thirds (2/3)

majority vote at a regular meeting of the Board.

6. Name Change

To change the name of an Equity Service Centre a motion must be submitted to a General Meeting and must be passed by a two-thirds (2/3) majority.

7. Dissolving of Equity Service Centers

- i. The Board of Directors may, by two thirds (2/3) majority vote at a regularly scheduled meeting, to dissolve any Equity Service Centre that does not uphold its obligations, mandate and/or responsibilities as outlined in this policy
- ii. Upon the dissolving of an Equity Service Centre, all funding, office allocation and/or equipment and any other resources allocated to the Centre will be assumed by the TMSU for redistribution to other service areas of the Students' Union.

8. Equity Service Centre Rights

All Equity Service Centre have the right to:

- i. Stable, annual funding through the annual budget;
- ii. Raise funds through donations and revenue generating activities (sales, social, events, etc.) subject to the "budget and funding" provisions outlined in this policy.
- iii. Staff resources provided by the TMSU including a graphic designer;
- iv. Recognition and promotion through a variety of mediums including the website, e-newsletter, bulletin boards and space in reports to the general membership;
- v. Organize and maintain advocacy work and campaigns that are within the mandate of the TMSU but may not have been approved or are formal policy of the TMSU.

9. Operations

- i. Activities of the Equity Service Centre will be primarily focused on work that serves the TMSU membership on campus and assists with the needs of part- time and continuing education students;
- ii. The work of Equity Service Centre will be held on the Toronto Metropolitan University campus in downtown, Toronto;
- iii. Equity Service Centre events and services will by default be open to all TMU community members

- iv. Where, in order to support its mandate, an Equity Service Centre reasonably determines that it is necessary that an event or service is only open to a particular subset of the TMU community, the Equity Service Centre shall make reasonable efforts to communicate this restriction in advance of the event or service.
- v. Each Equity Service Centre must undertake the operation of an information table during, but not limited to, days that have been designated for awareness and/or fundraising;
- vi. Each Equity Service Centre is required to generate revenue through fundraising as determined by the Board of Directors each year;
- vii. Centers will operate from September to April to serve the membership needs and from time to time, where funding and needs allow the Groups or a Group may be open during the spring and summer term;
- viii. Equity Service Centers must adhere to all by-laws, guidelines and policies of the TMSU designated for service centers to ensure the effective operation that meets the needs of marginalized TMSU members.

10. Staffing

- i. Each Equity Service Centre will be allocated part time staff resources to assist with the overall function and operations of each Centre by the TMSU;
- ii. The amount of part time staff resources allocated to each Equity Service Centre shall be determined at the beginning of each fiscal year at the discretion of the Board, through the budget and is subject to change as determined by the Executive upon recommendation of the Vice President

11. Operations and Executive Director Operations;

- i. Hiring Process will include a one to two (1-2) week job posting to be advertised on the TMSU website and through any other TMSU communication channels, as well as interviews of potential candidates;
- ii. All hiring must be done by a hiring committee made up of the following 4 members: 1 designate from CESAR, 1 designate from the TMSU Executive Team, Equity and Campaigns Organizer, Executive Director Communications and Outreach;
- iii. Hires will be decided by a majority vote of the aforementioned committee;
- iv. All Equity Service Centre part time staff must report to and will be supervised by the Equity and Campaigns Organizer;

- v. Executive members shall have no direct supervision role;
- vi. Equity Service Centre part time staff members are to be responsible for the day-to-day operations of the Equity Service Centre;
- vii. Equity Service Centre part time staff members are responsible for the organizing and implementation of events, services, campaigns and initiatives pertaining to the mandate of the Equity Service Centre they work with and must do so in consultation with the TMSU Equity and Campaigns Organizer.

12. Budget and Funding

- i. Each Equity Service Centre, in consultation with the Equity and Campaigns Organizer and the Vice President Operations may submit recommendations for an annual budget proposal for consideration by no later than April 15. Such proposals may include: the amount of funding being requested, a revenue target from non-TMSU sources and all expenses. Such recommendations will be used to establish a budget proposal for the following year to be approved by the Board of Directors;
- ii. All financial expenditures must be pre –authorized by the Equity and Campaigns Organizer;
- iii. All receipts must be presented to the Equity and Campaigns Organizer within a week of purchase;
- iv. No individual connected with an Equity Service Centre may realize any financial gain from the group's actions, activities, or fundraising;
- v. Equity Service Centre do not have the right to hold their own bank accounts, safes or hold sums of money greater than fifty dollars.

13. Donations and Fund Raising

- i. Equity Service Centers are encouraged to solicit donations from individuals or groups within and outside Toronto Metropolitan University and to raise funds through revenue generating activities such as sales and social events. Donations that include naming or ownership requirements or provisions, or corporate ties that contradict the mandate of the TMSU are not permitted;
- ii. Donations must be paid to the order of the Toronto Metropolitan Students' Union and will be accredited to the Equity Service Centre budget for the Centre that raised the donation;
- iii. Donations or raised funds must not be used for staffing costs or honoraria to any individual involved in the operation of the Equity Service Centre or the TMSU Board;

- iv. Any funds generated in excess of the approved revenue target for a given year will be eligible to be transferred to the Equity Service Centre carry over account at the end of the fiscal year;
- v. Should expenses exceed the amount budgeted in any given year any revenue overage, prior to any funds being transferred into the Equity Service Centre carry over account;
- vi. Funds in the Equity Service Centre's carry over account may be utilized in a future fiscal year at the discretion of the Equity Service Groups in consultation with the designated TMSU staff member;
- vii. If an Equity Service Centre becomes inactive or is dissolved, all funds attributable to that Equity Service Group will be automatically reallocated at the discretion of the Vice-President Operations in consultation with the TMSU Executive;
- viii. Donations or funds raised must be forwarded to the Equity and Campaigns Organizer within five (5) business days of receiving the funds, to be deposited into the correct account.

14. Reporting

Equity Service Centers must submit a year-end report, no later than April 15, to the Equity and Campaigns Organizer. This report should outline its activities including campaigns, advocacy work, events, volunteer involvement, community partnerships, recommendations for future programming and a summary of expenditures including donations made toward the Equity Service Centers for that fiscal year.

15. Designated Equity Service Centre

- i. The Equity Service Centers as ratified by the Board of Directors are:
 - i. The Queer Space
 - ii. Centre for Women and Trans People
 - iii. Good Food Centre
 - iv. The Access Collective
 - v. The BIPOC Collective
 - vi. Trans Collective
- ii. Note: Effective April 2010, the Working Students' Centre was dissolved as a formal equity service group;
- iii. This shall be amended from time to time to reflect any and all changes made in the creation or removal of any Equity Service Centers as approved by the Board. Operational

16. Equity Service Centre Dispute Resolution

The Equity Service Centers have the right and obligation to remove harmful members and community members from the physical and digital space of the Equity Services. The Equity Service Centres' actions must be guided by and respect the privacy and dignity of all involved; all warnings, removals and prohibitions must comply with the provisions of the *Ontario Human Rights Code*.

The procedures listed below will guide the process to ensuring members are treated fairly during this process. The Equity Service Centers will list community guidelines in their respective offices and websites, and will read an Equity & Acknowledgement statement at all meetings and events;

- i. The Equity Service Centers will attempt to use call-in practices where feasible to help educate members accessing space and provide feedback on the violation of community guidelines;
- ii. The Equity Service Centers may ask any member to leave a physical space if community guidelines are violated. This is considered a warning which will include an explanation of the behavior that has generated the warning and why it is unacceptable, insensitive, offensive or in violation of community guidelines;
- iii. Warnings, which must include the rationale for why they are being issued, shall be communicated in person or via email within five business days of the violation. A member has the right to request documentation of the warning and rationale in writing. A copy must also immediately be provided to the Equity & Campaigns Organiser;
- iv. If an individual member receives three or more warnings, the head of an Equity Service Centre may send a recommendation to the Equity & Campaigns Organiser to have the member prohibited from accessing the Equity Services Centre for a semester or the remainder of the year.
- v. The member shall be given notice of the recommendation, and have the opportunity to respond in writing.
- vi. The Equity & Campaigns Organizer shall determine, based on the nature and severity of the violations, whether a semester- or year-long access prohibition is warranted;

- vii. When the circumstances warrant, the access prohibition may, with the consent of the other Equity Service Centres, be applied to all Equity Service Centres, including all physical and/or digital spaces;
- viii. Either the member or the head of an Equity Services Centre (the requesting party being, the "Appellant") can request a review of the Equity & Campaigns Organizer's decision within ten business days by notifying the General Manager;
- ix. Upon receiving a request for review, an Equity Service Centre Dispute Resolution Committee shall be formed. The Committee shall be composed of the General Manager, Vice-President Equity, and President;
- x. The Appellant and the responding head of the involved Equity Service Centre or member, as the case may be, shall have five business days to provide submissions to the Equity Service Centre Dispute Resolution Committee;
- xi. The Equity Service Centre Dispute Resolution Committee shall provide a response to the member and head of the Equity Service Centre within ten
- xii. business days of the hearing;
- xiii. Where feasible, appropriate accommodations may be arranged to ensure that members can still access support services offered through the Centres;
- xiv. The Equity & Campaigns Organizer and/or General Manager has the right to bypass the multiple warnings procedure at any point if a member poses
- xv. immediate physical or emotional harm to other members or part-time staff. A member who has been asked to leave under 15 xiii has, upon request, the right to a written explanation of the rationale for the decision. The written explanation shall be provided within 5 business days of the member's request, and shall include details as to the member's right and process to appeal. There is no obligation to apply this Dispute Resolution Process to non-Toronto Metropolitan students.

Operational Policy #12

Equity Statement

ADOPTED: July 13, 2011

AMENDED: February 27, 2012

Scope

1. This Policy applies to all events of the Toronto Metropolitan Students' Union Policy
2. Creating equitable and inclusive environments free from harassment and discrimination shall be a priority in all events and meetings of the students' union. This will be done by acknowledging the inherent power and privilege that exists in society and declaring the collective responsibilities we have in ensuring that discrimination in all of its forms will not be tolerated.

Protocol

3. The following statement will be read aloud during the opening address of all meetings and events: Toronto Metropolitan Students' Union Equity Statement
Student Union solidarity is based on the principle that all members are equal and deserve mutual respect and understanding. As members of the students' union, mutual respect, cooperation and understanding are our goals. We should neither condone nor tolerate behavior that undermines the dignity or self-esteem of any individual or creates an intimidating, hostile or offensive environment. It is our collective responsibility to create an inclusive space for discussion and dialogue. All forms of discrimination and harassment will not be tolerated, nor will hate speech rooted in, but not limited to Islamophobia, anti-Semitism, sexism, racism, classism, ableism, homophobia or transphobia. We all have an obligation to ensure that an open and inclusive space, free of hate is established. If you are not here in an understanding of good faith, or you have violated this understanding, you will be asked to leave.

Operational Policy #13

Ethical Purchasing Policy

ADOPTED: January 18, 2006

AMENDED: N/A

Preamble

1. The Toronto Metropolitan Students' Union strives to do its part to protect the environment as well as promote ethical, equitable and sustainable purchasing practices on and off campus. In addition, the TMSU is committed to upholding the values and principles of Ethical Purchasing. Recognizing that oppressive working conditions are the reality of workers worldwide, the TMSU is committed to bringing these issues to light and standing in solidarity with workers both locally and internationally in their struggle to have fair and just working conditions. We recognize that by changing the way we purchase, we are contributing to the overall demand for ethically made products; this in turn benefits the global health of workers and the environment. The purpose of this policy is to ensure that the TMSU and all of its service areas and campus Groups are making environmentally sound purchases and supporting workers locally and internationally by purchasing from suppliers that maintain a positive and ethical working environment.

Scope

2. This policy applies to all purchases made through the Toronto Metropolitan Students' Union, including campus groups, Equity Service Centers and all TMSU service areas. This policy shall cover but it is not limited to building contracts, material purchase, and office furniture purchases, as well as any material or paraphernalia with the TMSU logo.

Protocol

3. Purchase Paper TMSU shall prohibit the purchase of wood, pulp, and paper products from endangered forests, and use sustainable managed (FSC certified) wood, pulp and paper products, and reduce their use overall by using recycled products.
4. Purchase of Goods and Services

- i. The TMSU will not purchase any goods created in sweatshop facilities
- ii. "No Sweat" means products that are produced in a manner where there are:
 - a. no forced labor or child labor;
 - b. no harassment, abuse or discrimination of workers;
 - c. maximum hours of work;
 - d. the right to organize and bargain collectively;
 - e. payment of a living wage;
 - f. health and safety protections;
 - g. public disclosure of factory locations;
 - h. a written commitment by companies to work with suppliers to achieve compliance;
 - i. public annual reporting by suppliers on progress; and
 - j. third-party investigations of complaints and a corrective action plan if violations occur;
 - k. Priority will be given to sourcing and purchasing goods and services that are union shop made and produced in Canada.

Operational Policy #14

Executive Cellular Telephone Reimbursement

ADOPTED: November 8, 2006

AMENDED: N/A

Scope

1. This policy applies to At large executive members of the Toronto Metropolitan Students' Union.

Preamble

2. The Toronto Metropolitan Students Union recognizes that having an accessible Executive Committee is a benefit to the students' union. The TMSU also recognizes that having a publicly accessible cell phone number increases the cost of a cell phone. To ensure that members of the Executive Committee are accessible and that the cost of a publicly available cell phone number does not become a financial burden the TMSU has adopted the following policy as an Executive Cellular Telephone Reimbursement Policy.

Policy

3. In order to have an accessible Executive Committee, each member of the Executive Committee is entitled to telephone, data, and long-distance reimbursement, given that the cellular device is publicly accessible to the membership.

Protocol

4. Eligibility In order for an Executive Committee member to receive a cellular telephone reimbursement the phone must be publicly available. A phone shall be deemed public when it is available through a minimum of the following media:
 - i. The TMSU website
 - ii. The TMSU handbook
 - iii. TMSU business cards
 - iv. Standard e-mail signature
 - v. Standard voicemail greeting
 - vi. Promotional materials where the Executive Committee member is the

primary contact

5. Telephone Reimbursement Each member of the Executive Committee will receive a monthly reimbursement of up to \$80 for general cellular telephone expenses.
6. Data Reimbursement Each member of the Executive Committee will receive a monthly reimbursement of up to \$40 for data expenses.
7. Collecting Reimbursement Executive Directors must submit a cheque requisition with original receipts to the TMSU Finance Coordinator to get reimbursement.

Operational Policy #15

Hiring

ADOPTED: August 25, 2005.

AMENDED: N/A

Scope

1. The purpose of this policy is to outline all hiring procedures for non-unionized staff, which include, but is not limited to, work-study, summer student help, short term contracts and international students.

Preamble

2. The Toronto Metropolitan Students' Union is committed to equity in employment and in providing a workplace environment that treats all employees with respect and fairness to ensure the dignity of workers. The Students' Union must reflect the diversity of its membership and proactively implement measures, as outlined in the Employment Equity Hiring Practice, to strive for representative staff.

Protocol

3. For all hiring, the Students' Union must take care to ensure all Human Rights legislation, and the Discrimination and Harassment Policy of Toronto Metropolitan University adhered to, both in law and in spirit, and that expectations and understandings of such provisions are clear and easily understood.
4. Work-study Where possible, the TMSU will use work-study funding to cover the cost of part time staff hires. For all positions that receive work-study funding, the guidelines stipulated by the Provincial Government, and University must be followed. These guidelines are available at the Toronto Metropolitan University Human Resources department via the web at: www.torontomu.ca/hr
5. International Students Where possible the TMSU will use Toronto Metropolitan University's ISSWP program as a way to fund the hire of international students. The Students' Union will not discriminate in the hiring of international students, regardless of receiving work-study funding, and will make an effort to consider

building in the budget, where possible, a financial cushion to allow for an additional expense in wages to hire international students.

6. Position Description

- i. The Executive Committee, in consultation with full time staff, may from time to time make decision about which part time staff are needed to help fulfill the work and priorities of the Students Union.
- ii. Each position will contain a description that includes the following:
 - a. Position Title;
 - b. Reporting Relationship;
 - c. The name of the person who is the direct supervisor;
 - d. Brief description of the duties and responsibilities of the position-point form;
 - e. Summary of the time commitment expected, including maximum hours of work;
 - f. Qualifications required for the position;
 - g. Preferred skills;
 - h. Statement of the approved compensation. (e.g. salary, honorarium, or under review)

7. Recruitment & Advertising

- i. Recruitment and advertising for a position must be done in a manner that aims to reach the broadest number of candidates
- ii. The Students' Union will aim to utilize all free and minimal costs services for posting, include web services and fax transmissions.
- iii. position postings may be advertised utilizing a combination (or all) of on campus services, bulletin boards, Workopolis Campus, Career Centre, Students' Union Website, media advertising, outside websites and other appropriate vehicles.
- iv. This would include the school newspaper, posters, possible mass email notification.
- v. Statement of the employment equity must appear on all job postings and should read: "The Toronto Metropolitan Student Union is committed to employment equity and encourages applications from diverse communities, including: Aboriginal people, persons of colour, persons with disabilities, members of the queer community, Transgender people and women."

8. Employment Equity

- i. The Student Union is committed to equity in employment and in providing a workplace environment that treats all employees with

respect and dignity. We must reflect the diversity of our membership, and our campus, and proactively manage special measures outlined in the Employment Equity Hiring Practice;

- ii. Employment Equity applies to all employees of the Toronto Metropolitan Student Union;
- iii. When opportunities for employment or promotion occur, and where under representation exists, preference will be given to the equally qualified candidates who are members of the groups designated and listed in the Students' Union's Employment Equity Hiring Practice;
- iv. To improve representation of designated groups, the Students' Union will take measures to implement equity hiring as necessary.

9. Selection/Hiring Committee

- i. The selection/hiring committee will consist of a minimum 2 people – 1 person who is the reporting supervisor for the position, and another member of Management, which is defined as the Executive Member or and Executive Director of the Students' Union.
- ii. For Equity Service Centre, Hiring Committees must include a designate from CESAR

10. Interview Process

- i. The hiring committee will determine a short list of candidates to interview;
- ii. The hiring committee shall convene a meeting before the first scheduled interview to review the questions to members of the committee;
- iii. Each person interviewed must be asked the same questions, and must go through the same interview process;
- iv. Depending upon the complexity and level of the position, the selection committee may consider using standardized or customized questions (or a combination of the two);
- v. During the interview one member of the hiring committee shall briefly describe the position the candidate is being considered for, the time commitment and remuneration to ensure the candidate clearly understands the position being applied for;
- vi. Questions should be designed to assist the candidate to explain as much about their qualifications, experience and suitability for the position. It is not the intention of the interview process to test the candidate, i.e. not to find them saying something wrong; rather the intention is to help them provide accurate and detailed information about their skills and experience;

- vii. No questions may be asked that would violate the candidate's human rights as defined by the Ontario Human Rights Code;
- viii. Upon the completion of all interviews, the committee shall decide if further interviews are necessary or if they are prepared to reach a decision. The committee will schedule second interviews if necessary.

11. Formal Job Offer

- i. Each selected candidate shall receive an offer letter from their supervisor outlining a brief summary of their position, appointment date and the compensation and a copy of the approved position description.
- ii. The offer letter will be signed by the employee and returned to the supervisor, and copies of said letter must be given to the worker and put in a personnel file;
- iii. Once an offer of employment has been made, an Employee Agreement should be drafted with the following in mind: The position description; Hours of work; Duration of the appointment; Financial compensation; Pay period; Reporting structure; appointment terms and conditions (i.e. summary of responsibilities and the term of the appointment)

12. Training

- i. All workers must undergo a general orientation regarding their office space and the tasks they are expected to perform;
- ii. Employees are expected to familiarize themselves with all that the TMSU does and to do whatever to promote the work and events of the Students' Union. For this reason, employees will undergo training that outlines the mandate, goals, and services of the Toronto Metropolitan Students' Union.

Operational Policy #16

Living Wages

ADOPTED: January, 2006.

AMENDED: N/A

Scope

1. This policy applies to all part-time student employees.

Preamble

2. The Toronto Metropolitan Students' Union believes that all part time staff have the right to be adequately compensated for their work.

Protocol

3. Part time staff will get paid on a biweekly basis through work study on the internal TMSU budget.
4. Part time staff will have the right to vacation pay.
5. Part time staff will have received deduction of Ontario and federal taxes, EI, and CPP.
6. Part time staff will receive a pay stub outlining hours paid and tax contribution made.
7. Part time staff will receive at minimum, a minimum wage that is consistent with the Ontario Minimum wage.
8. As a benefit of seniority, part time staff will receive a yearly increase of twenty – five (25) cents. Increases will only apply to staff returning in September, and not staff continuing on as summer hires.

Operational Policy #17

Media Protocol

ADOPTED: August 25, 2005

AMENDED: May 2006

Scope

1. This policy applies to all Executive members, Board members and all Full and Part Time staff of the TMSU.

Preamble

2. The Toronto Metropolitan Students' Union recognizes the importance of media as a tool for outreach and contact, both towards members and to represent their needs. In order to effectively represent students and work with media with professionalism as is required by elected officials, a protocol for media is required by the TMSU. The following policy on Media Protocol describes the procedures that the TMSU Executives, Staff and Board Members must follow when answering requests from members of the media. In doing so, the student union recognizes the responsibility of accountable representation for its membership.

Protocol

3. When a media request is received, irrespective of the media source, it must be addressed to the President of the TMSU. In the scenario that another Executive, Board Member, or Staff person receives the media request, it must be relayed and delivered to the President immediately.
4. The President will recommend the individual best suited to respond to the story to the reporter.
5. In a situation that the media request is urgent, and the President is not available, the Executive Director Communications and Outreach bears the responsibility to oversee proper handling and forwarding of the request.
6. At no point may a media request be answered without the knowledge of the President and/or Executive Director Communications and Outreach when he/she is not available.

7. Any publication, print, online, recording, audio, video, or documentation otherwise made public may be considered media. This list is not exhaustive and may be altered by the Board from year to year.

Members Health and Dental Plan

ADOPTED: April 25, 2005

AMENDED: October 13, 2009

Preamble

1. The Toronto Metropolitan Students' Union shall provide a health and dental plan for all its members in order to ensure the health of the members throughout their years at Toronto Metropolitan University.

Protocol

2. Opt-Out Availability
 - i. Members will be permitted to opt-out of the health portion, dental portion, or both portions of the Members' Health and Dental Plan, provided they can provide proof of equivalent coverage from another recognized Canadian provider;
 - ii. Members who have successfully opted out of the Members' Health and Dental Plan will have a period of 15 months from the date of the cheque being first issued to redeem their opt-out cheque;
 - iii. Cheques that are not redeemed after fifteen (15) months from the date of being first issued will not be re-issued and shall be deemed forfeited by the payee;
 - iv. The Toronto Metropolitan Students' Union will take appropriate measures to notify students of their expiring opt-out cheque before it comes null and void.

3. Fees

Members and Dependents

- i. The Toronto Metropolitan Students' Union will annually establish the Members' Health and Dental fee.
- ii. Members may add dependents to their health or dental plan for a reasonable fee.
- iii. fee shall not exceed the cost to the Toronto Metropolitan Students' Union whether for administration, costs from the insurer, or costs from the broker.
- iv. The Toronto Metropolitan Students' Union may add an administration fee to cover the associated costs of the Members' Health and Dental Plan. This fee shall not exceed 5% of the premium for the combined

health and dental plans.

4. Staff Support

The Toronto Metropolitan Students' Union shall retain a full-time staff member to administer the health and dental plan for Toronto Metropolitan Students' Union members.

5. Insurance Brokers

- i. Should the Toronto Metropolitan Students' Union employ the services of an insurance broker, any contract or Letter of Appointment between the Toronto Metropolitan Students' Union and a broker must be reviewed annually;
- ii. Toronto Metropolitan Students' Union shall retain the right to choose not to interview other brokers when renewing a contract, providing proposals are required and reviewed.

6. Annual Report

The Vice President Operations must provide a report on the status of the Members' Health and Dental plan no later than August 1st of each year. This report should outline plan usage and premiums by monthly breakdown and shall clearly indicate the value gained or lost by the contract during the preceding year.

Multi-Faith Council

ADOPTED: November 8, 2006

AMENDED: N/A

Preamble

1. The Toronto Metropolitan Students' Union believes that creating spaces for faith-based groups adds a valuable quality to campus life.

Protocol

2. The Toronto Metropolitan Students' Union shall establish a standing, ad-hoc multi-Faith council, that will:
 - i. Be chaired by the President of the Toronto Metropolitan Students Union;
 - ii. Be resourced by staff of the TMSU including the Campus Groups Administrator and the Equity and Campaigns Organizer;
 - iii. Consist of one representative from every TMSU designated faith group;
 - iv. Meet at least twice during the Fall and Winter semesters.
3. Allocation of financial resources to this Multi-faith Council will be from the anti-oppression and diversity education line item of the Equity and Campaigns budget.
4. The Council will exist to initiate education and awareness campaigns and to promote both harmony and tolerance around campus.

Policy Manual

ADOPTED: January 26, 2005

AMENDED: N/A

Preamble

1. The policy manual aims to document the protocols of day-to-day operations of the students' union as well as the student union's position on particular issues.

Protocol

2. To add or amend Policy Resolutions require one week's Notice of Motion or must be passes by a two-thirds (2/3) vote at a Board of Director's Meeting.
3. A Policy Resolution passed by a two-thirds (2/3) vote or by a simple majority after one weeks' notice shall be considered Policy of TMSU.
4. It must be stated in the actual resolution that it is a Policy of TMSU
5. In order to rescind a policy of the TMSU, a week's notice of the rescinding policy is required and must be approved by a two-thirds (2/3) vote at a Board of Directors meeting. The Policy Manual is separate from the By-Laws.
6. Policy Resolutions must be written with the following template:
 - Operational Policy
 - Title
 - Date of Adoption
 - Date of Amendment
 - Preamble: Outlining what it is relevant
 - Scope: Where possible outline who the policy applies to
 - Definition: Where possible clarify any language relevant to the Policy
 - Protocol: Outline the step-by-step procedure

Issue Based Policy Title
Date of Adoption Date of Amendment
Preamble: Outlining what it is relevant
Scope: Where possible outline who the policy applies
Definition: Where possible clarify any language relevant to the policy
Policy: Include Student Union Supports, and Student Union Opposes

Poster Policy

ADOPTED: January 22, 2003

AMENDED: N/A

Preamble

1. As both student Services and University Advancement are no longer stamping posters, TMSU has become inundated with requests from individuals to have their material stamped.

Policy

2. Toronto Metropolitan Community members (students, staff, faculty, departments, course unions, student groups) may receive a stamp for:
 - i. Roommates wanted, places for rent (must show Toronto Metropolitan University student ID);
 - ii. Personal items for sale, incl. Textbooks, computers, etc. (must show Toronto Metropolitan University Student ID);
 - iii. Rides (must Toronto Metropolitan University Student ID);
 - iv. External events that benefit Toronto Metropolitan University groups or University projects.
3. If the material contains religious/political messages approval must be given by the President or Campus Groups Administrator in their absence.
4. Toronto Metropolitan Community members may not receive stamps for:
 - i. Advertising a personal business;
 - ii. Advertising an event that they gain individually from;
 - iii. Advertising any external event not directly benefiting the campus (i.e. funds directly returned to campus group);
 - iv. Cheap eyeglasses, haircuts or other discounts are not viewed as directly benefiting the campus. These businesses or promoters must be redirected to our campus media where they can purchase advertising.
5. Restrictions

Non-Toronto Metropolitan University community members may not have their posters stamped.

Professional Development Policy

ADOPTED: July 26, 2006

AMENDED: N/A

Scope

1. The principles and purpose of this policy apply to all Toronto Metropolitan Students' Union full time employees unionized within Units 1 and 2 of the Toronto Metropolitan Students' Union sub local of CUPE Local 1281. Where there are provisions in the Collective Agreements concerning the Required Educational Allowance, Requested Educational Allowances and Professional Development Allowance, this policy will reference those provisions. Where there are no Collective Agreements provisions that apply, this policy will detail eligibility.

Preamble

2. The primary objective of the Requirement Educational Allowance, Requested Educational Allowance and Professional Development Allowance is to enhance both individual employees and organizational performance. The growth and development of Toronto Metropolitan Students' Union employees must be achieved in the context of the Toronto Metropolitan Students' Union's financial limitations and opportunities.

Policy

3. The Students' Union Supports:
 - i. Employee development to ensure that employees maintain their acquired skills and occupational qualifications;
 - ii. Providing opportunities for employees to add to and improve their skills related to their job;
 - iii. Promoting shared accountability between the Toronto Metropolitan Students' Union and the employee for the employee's professional development;
 - iv. Fiscal responsibility in supporting learning opportunities;
 - v. Fairness and equity in the application of employee development programs.
4. This policy references other Toronto Metropolitan Students' Union policies and

Collective Agreement provisions that may change from time to time. Where there is a difference between the information contained in this policy concerning eligibility, the actual Collective Agreement and its provisions supersede.

Purpose

5. The purposes of this policy are to: provide a framework by which the Toronto Metropolitan Students' Union will administer the Required Educational Allowance, Requested Educational Allowances and Professional Development Allowance as provided for in the Collective Agreement and to ensure consistency in the application of Collective Agreement provisions inform employees about provisions and processes for applying for the Required Educational Allowance, Requested Educational Allowance, and Professional Development Allowance as provided as a benefit in the Collective Agreement.

Definitions

6. Tuition Fee: The portion of the total fee designated as a fee for attendance at a specific program, or for a specific credit or non-credit course. It does not include fees such as late fees, default fees, books, course materials and equipment, ancillary fees of the institution and related travel expenses.
7. Academic Term: Academic term refers to terms defined by the university/college/institution in its academic calendars.
8. Course: Regular periods of class instruction scheduled at intervals over a substantial part of the year.
9. Work-Related: Learning that enhances the knowledge and skills required for work the employee is currently doing, as outlined in the position description with the TMSU or work that the employee is required to do as part of their job. Work-related programs or learning are job specific, a bonafide requirement of the position and address the skills and competencies required to meet job expectations, changes of the job, and the performances standards of the position and the organization.
10. Professional Development: Programs that develop professional potential and help staff to prepare for the achievement of broader professional goals within the Toronto Metropolitan Students' Union or learning that is indirectly related to the employee's job as outlined in the position description or job posting. Learning that is not a bonafide requirement of the position; for example,

courses that lead to a graduate or postgraduate degree, are considered professional development.

Protocol

11. Executive Committee

- i. Understand and apply this policy and any relevant Collective Agreement provisions concerning Required Educational Allowance, Requested Educational Allowances and Professional Development Allowance,
- ii. Determine whether to approve or deny requests submitted for approval, and determine if the request is either a Required Educational Allowance, Requested Educational Allowances and Professional Development Allowance,
- iii. Identify the budget implications for the Toronto Metropolitan Students' Union,
- iv. Document rationale for decisions made under this policy and communicates decisions to employees and the appropriate supervisor,
- v. Establish fairness/equity in decisions to ensure a diversity of staff can receive funding.

12. Employees

- i. Follow the Toronto Metropolitan Students' Union process for applying for Required Educational Allowance, Requested Educational Allowances and Professional Development Allowance. For example, an employee must apply for the Required or Requested Educational Allowance prior to registering in a course or program,
- ii. Pay any additional costs not covered by the Requested Educational Allowance. For example, costs associated with a course or program, such as ancillary fees, late fees, default fees, books, materials, and equipment or travel to the course,
- iii. Provide official documentation to substantiate a request and to verify successful completion of a course or program.

13. Executive Directors

- i. Review applications for Professional Development Allowances from Unit 1 and ensure that the appropriate documentation and approvals have been provided.
- ii. Ensure consistent and fair application of processes for all employees in Unit
- iii. Track, analyze, and report on Professional Development usage for Unit 1 for the academic year.
- iv. Provide advice, policy interpretation and recommendations

concerning application of this policy and related Collective Agreement provisions.

- v. Make recommendations on Unit 1 requests to the Executive Committee,
- vi. Establish application process and application forms in conjunction with the Executive.
- vii. Communicate the process to all Toronto Metropolitan Students' Union employees of Unit 1.
- viii. Validate tuition fee receipts and ensure reimbursement to the employee is provided.
- ix. Communicate with the Executive regarding problems or concerns that may arise.

14. Staff Relations Officer of the Executive

- i. Review applications for Professional Development Allowances from Unit 2 and ensure that appropriate documentation and approvals have been provided.
- ii. Make recommendations on Unit 2 requests to the Executive Committee
- iii. Ensure consistent and fair application of processes for all employees,
- iv. Track, analyze and report on Professional Development usage for Unit 2 for the academic year,
- v. Validate tuition fee receipts and ensure reimbursement to the employee is provided,
- vi. Communicate with the Executive regarding problems or concerns that may arise.

15. Eligibility

- i. Members of Units 1 and 2 of the Toronto Metropolitan Students' Union Sub Local of CUPE 1281 are eligible for the Required Educational Allowance, Requested Educational Allowances and Professional Development Allowance provided for in the respective Collective Agreements. Spouses and dependents are not eligible for any funding.
- ii. If an employee wishes to enroll in and attend more than two courses per academic term, the employee must be granted approval from the Executive Committee.
- iii. Employees are expected to take these courses outside normal work hours. Exceptions may be granted under special circumstances, where conditions for non-disruption of operations on services can be ensured.
- iv. An employee must provide confirmation and verification of the successful course completion.
- v. All applicants must respect and adhere to the process for application of Required Educational Allowance, Requested Educational Allowances

and Professional Development Allowance benefits. Candidates who do not will be responsible for paying all the associated costs.

16. Eligible Reimbursement

i. Required Educational Allowance

- i. The Toronto Metropolitan Students' Union shall pay the full cost of any course determined to be required for the operation the of the Employee's job and determined to be work related (see also definition of "work-related").
- ii. Work related studies will be limited to a maximum of two courses per year and subject to maximum of \$1,500 per year, per employee.

ii. Requested Educational Allowance

- i. The Toronto Metropolitan Students' Union may agree to reimburse all, some, or none of the associated costs for work related Requested Educational Allowances.
- ii. The Tuition fee for programs approved as Requested Educational Allowance will be reimbursed up to a maximum of \$1,000 per year
- iii. Where a program is not a bonafide requirement for the position, such as accreditation and graduate or undergraduate studies, the Requested Educational Allowance will be considered, without prejudice, on a case-by-case basis.

iii. Professional Development Allowance

- i. Employees will be eligible to be reimbursed for costs related to travel, accommodation, and/or registration costs associated with a professional development seminar, conference or workshop.
- ii. The Toronto Metropolitan Students' Union may agree to reimburse all, some, or none of the associated costs for work related Professional Development Allowance.

17. Professional Development Studies: Personal development programs or personal interest programs are not covered by the Required Educational Allowance, Requested Educational Allowances or Professional Development Allowance as specified in the Collective Agreements of Units 1 and 2.

18. Application Process

- i. Prior to enrolment in a course or program, an employee will obtain program information and complete a Professional Development

Allowance form which will cover the Required Educational Allowance, Requested Educational Allowances and Professional Development Allowance provisions in the Collective Agreements of Units 1 and 2.

- ii. It is the responsibility of the employee to request any necessary approvals, and to provide the necessary documentation. This shall include program, course and conference information for their request and provides a rationale for the type of request being made.
- iii. Completed application forms are forwarded to either the appropriate Executive Director or Labor Relations Officer, in accordance with the Role and Responsibilities sections 3.17.8, 3.17.9, 3.17.10, and 3.17.11 of this policy. The Executive Committee will then review the application with a recommendation and then approve/disapprove and process all submitted applications. The employee will be notified of the application status at least two days after the meeting occurs.
- iv. Employees from either Units 1 or 2 may be requested to provide a presentation regarding the application for the Required Educational Allowance, Requested Educational Allowances or Professional Development Allowance.
- v. The Executive Committee will approve or disapprove an application and notify the employee within two scheduled Executive Committee Meetings.
- vi. Once approval is obtained, the employee can register in the program or course.
- vii. After completing the course, the employee shall submit a request for reimbursement to the supervising Executive Director or Labor Relations Office, along with a copy of the original receipt of payment of the tuition fee and official proof of a passing grade. The receipt of payment must clearly identify the tuition fees and other fees separately, for example, ancillary fees. All candidates require proof of successful course completion within 15 business days of receiving notification from the academic institution.
- viii. The receipt, proof of a passing grade and the accompanying Cheque Requisition Form will then be sent to the Finance Coordinator for processing and then eventual distribution to the employee. Where possible, any reimbursement will be issued no later than the next regular pay day following completion

Operational Policy #23

Promoting Access to Water

ADOPTED: September 21, 2012

AMENDED: N/A

Preamble

1. In adherence to Toronto Metropolitan University's Bottled-Water Free Pledge, the Toronto Metropolitan Students' Union will work to ensure that appropriate public drinking water facilities are available to members at any and all events

Protocol

2. Any and all performers contracted for Toronto Metropolitan Students' Union events who request water service shall only be provided with public water as stated by Toronto Metropolitan University's Bottled-Water Free Pledge
3. Sponsors for events hosted by the Toronto Metropolitan Students' Unions must also abide by the Bottled-Water Free Pledge and refrain from distributing and/or selling bottled and/or private water.
4. External groups and internal groups/departments must also refrain from distributing and/or selling bottled water or water from private sources when collaborating on events/initiative with the Toronto Metropolitan Students' Union.

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Operational Policy #24

Quorum

ADOPTED: March 20, 2003

AMENDED: N/A

Preamble

1. Quorum refers to the minimum number of members present in order to conduct official business of a meeting. One hundred (100) members shall form a quorum at the annual, semi-annual or any other meetings of the members of TMSU.

Protocol

2. If quorum is met and subsequently lost during a meeting of the members, then the remaining business of the meeting shall be carried to the next meeting of the Board of Directors.
3. If no quorum is present, the meeting shall be adjourned until the next meeting of the membership.

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Operational Policy #25

Recognition and Respect for Unceded Traditional Territories of Indigenous Peoples

ADOPTED: July 13, 2012

AMENDED: N/A

Policy

1. Respect for and recognition of the rights and land of the Indigenous Peoples shall be demonstrated at all meetings and events of the TMSU. This will be done by acknowledging the space on which the events occur being the traditional land of Indigenous communities and the need to respect, honor and sustain that land as settlers on it.

Protocol

2. The following statement will be read aloud during the opening address of all meetings and events: "As many of us are settlers on this land, it is our collective responsibility to pay respect and recognize that this land is traditional territory of the Mississauga of the New Credit First Nation and we are here because this land was occupied. In recognizing that this space occupies colonized First Nations territories, and out of respect for the rights of indigenous people, it is our collective responsibility to honor, protect and sustain this land.

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Operational Policy #26

Sponsorship and Endorsement

ADOPTED: June 16, 2012

AMENDED: N/A

Policy

1. The Students' Union shall sponsor public events, organizations or campaigns that aim to increase knowledge, awareness and dialogue on campus or in the community. The Students' Union will sponsor and endorse initiatives that fall into the areas of defending public and accessible education, defending public services for all regardless of status, sexual orientation, race, class, gender, ability, age or ethnic origin, defending and promoting equity, sustainability, and human rights on a local and international level.

Protocol

2. The Executive Committee can act on behalf of the Board of Directors and approve monetary sponsorship, endorsement, or sponsorship through means of in-kind printing, room bookings, or other forms of sponsorship requested.
3. Sponsorship and Endorsement will follow standing policies of the Toronto Metropolitan Students' Union; including but not limited to promoting:
 - i. Publicly Accessible Education and services;
 - ii. Anti-war and peace, the Students' Union's Equity mandate;
 - iii. Ethical purchasing policy;
 - iv. The Sustainability pledge;
 - v. Bottled-water free pledge
4. Members of the Toronto Metropolitan Students' Union and requests directly affecting the Toronto Metropolitan community will have priority in requests for Sponsorship and Endorsement.
5. The Executive Committee will provide budget recommendations regarding sponsorship to the Vice-President Finance at the beginning of the fiscal year.
6. The Executive Committee will have the responsibility to review and approve all applications for sponsorship and endorsement and determine the distribution of money, in-kind gifts and room bookings as determined appropriate per

request and based on the funding available in the budget. The Committee will strive to ensure sponsorship funding is distributed equitably however priority funding will be given to groups involving Toronto Metropolitan University students, education/awareness of the Toronto Metropolitan community and events or initiatives that seek to promote equity and the mandate of the Students' Union.

7. Restrictions In keeping with the Students' Union non-partisan mandate no sponsorship or endorsement will be provided to a specific political party or candidate.

Operational Policy #27

Standing TMSU Services

ADOPTED: April 25, 2005

AMENDED: October 13, 2009

Preamble

1. The TMSU offers several services that are designed to provide resources and support to our members. These services are designed to operate on a break-even basis are not meant to generate revenue. The TMSU recognizes that there is a need for student run, student funded services that are created in order to aid and improve the everyday lives of its membership through initiatives such as but not limited to, academic and non-academic support, basic needs items and volunteer opportunities. Recognizing this need, the TMSU has adopted the following policy for its standing services:

Description

2. Standing Services are ultimately in place to serve the membership of the TMSU and must offer services that are of high quality, are accessible to all members of the TMSU and reflect the mandate as stated in the preamble. Each standing service will maintain its own terms of reference that will outline its focus and mandate.

Protocol

3. Establishment of Standing Services
 - i. Members wishing to establish a new TMSU Standing Service must submit in writing a proposal for the creating of a new Standing Service to the TMSU Executive. Said proposal must including the following:
 - i. An explanation of the benefits for the membership of the TMSU;
 - ii. A draft annual budget;
 - iii. A mission statement;
 - iv. A timeline for implementation;
 - v. An explanation of the need for the service;
 - vi. A proposed term of reference.
 - ii. Upon receipt of this proposal, the TMSU Executive Committee will present the proposal to the Board of Directors who, upon a 2/3 majority

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vote may establish a new Standing Service.

4. Dissolving of Standing Services

- i. The TMSU Board of Directors may, by a two-thirds majority vote, dissolve any Standing Service;
- ii. The dissolution of a Standing Service shall only be done in situations where the Standing Service no longer fulfills its responsibilities as per this policy and the Services own mandate.

Operational Policy #28

Used Book Room Policy

ADOPTED: November 29, 2007

AMENDED: August 2010

Scope

1. The Toronto Metropolitan Students' Union (the Union) shall provide a Used Book Room for all its members and the Toronto Metropolitan Community in order to provide more affordable used textbooks as well as to provide a forum to help students sell their books in a safe and accessible manner.

Definitions

2. The Used Book Room is a student owned and operated business and books are sold on behalf of those students who consigned them.

Protocol

3. Staff Support: The Union shall retain a full-time staff member to supervise the Used Book Room and oversee its operations. This staff member shall be employed directly by the Union and will be a member of the bargaining unit of CUPE Local 1281.
4. Consignment Sales
 - i. The Union's Used Book Room will be operated on a consignment basis, selling books on our member's behalf;
 - ii. The Union's Used Book Room will not operate on a "cash-for-books" basis;
 - iii. The Union's Used Book Room will offer a minimum discount on used books of 20% and a maximum discount which will be set by the consignor.
5. Refunds
 - i. All sales are final and no refunds or credits are available except where the following circumstances apply;
 - ii. An instructor stated an incorrect book or edition on the course syllabus (must be accompanied by a note from the instructor);
 - iii. A student has dropped a course for which the book was required. The book must be returned within two weeks of the original purchase date

and must be accompanied by proof of original enrolment and proof of having dropped the course;

- iv. Unreasonable damage or defect in the purchased material (at the Used Book Room Supervisor's discretion);
- v. Refunds will only be considered within the two-week period after the date of purchase;
- vi. Under No circumstances may course reproductions be returned;
- vii. Customers are responsible for ensuring that they are purchasing the correct materials.

6. Expiry

- i. Consignors used text books shall remain on the shelves for one (1) year from the time of consignment before expiring;
- ii. Upon expiring, consignors will have a one (1) month grace period to claim their used text books;
- iii. Upon expiry, after the one (1) month grace period (Section 2.7.11), the Used Book Room has the right to sell, donate, and dispose of all expired books on its shelves and is free of all liabilities or financial obligations to reimburse or replace the consignors used text book;
- iv. The depreciating and fluctuating nature of the monetary value of books prevents the TMSU from issuing tax credits for books that are donated to the Used Book Room or have expired and been donated to organizations the union supports.

7. Fees and Charges

- i. The Union's Used Book Room shall apply a 25% Commission on all used text books and related material sold in the course of its operation;
- ii. A re-issue charge of 5% or \$5.00, whichever is less, will apply in the cases where a cheque has stale-dated or is lost.

Operational Policy #29

Workplace Violence and Harassment

ADOPTED: April 25, 2005

AMENDED: January 23, 2024

Scope

1. This policy shall apply to all employees of the students' union including supervisors, managers, full-and part-time staff, temporary and contract employees, and contractors. For the remainder of this policy, the term employee shall constitute all the above categories of workers in the students' union.

Commitment

2. The Toronto Metropolitan Students' Union is committed to providing a positive working environment where everyone feels safe and is treated with respect. We all share in this responsibility. All employees are responsible for conducting themselves in a manner that promotes a productive work environment and exhibits respect for all employees, and others.

Definitions

Workplace Violence

The *Occupational Health and Safety Act* (the "Act") defines workplace violence as:

- a) the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker.
- b) an attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker; or
- c) a statement or behavior that a worker could reasonably interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

Examples of Workplace Violence include but are not limited to:

- i. threatening behavior, such as shaking fists, destroying property or throwing objects;
- ii. any expression of an intent to inflict harm, such as a verbal or written threat;
- iii. stalking, harassment, intimidation or bullying;
- iv. physical attacks such as hitting, biting, pushing or kicking; or

- v. using or threatening to use a weapon.

Though accidental incidents—such as tripping and falling into a coworker—are not considered to fall under the category of 'workplace violence,' a lack of intent to harm does not necessarily absolve individuals from enacting workplace violence. For example, if there is a physical confrontation between two members (non-workers) in a students' union workspace and an employee is injured in their attempt to intervene and diffuse the situation, this is still considered violence in the workplace.

The management, executive committee, board of directors and all employees of the students' union should keep such considerations in mind during any discussions, deliberations or actions designed to increase safety and minimize the possibility of violence in the workplace.

The Toronto Metropolitan Students' Union will take every reasonable precaution to inform employees who may be exposed to the risk of violence, including domestic violence, of the nature and extent of the risk, which includes providing employees with information related to the risk of violence from persons who have a history of violent behavior and whom workers are likely to encounter in the course of their work.

Domestic Violence

The Toronto Metropolitan Students' Union will take every reasonable precaution for the protection of employees when it is aware, or ought reasonably to be aware, that domestic violence may occur in the workplace, and that it would likely expose an employee to physical injury.

There are a number of ways one may become aware of a potential domestic violence event, including:

- An employee may report specific concerns to their manager or co-workers; or,
- A supervisor may directly observe potentially violent events such as threatening emails or phone calls, or a violent confrontation.

Employees cannot ignore obvious signs of domestic violence that are observed in the workplace and must contact management and/or security.

The Toronto Metropolitan Students' Union encourages any of its employees to come forward with issues about domestic violence, especially if they believe their safety in the workplace will be compromised because of such a situation.

Any employee who applies for and/or obtains a restraining order or peace bond against their abuser may list their place of employment (The Toronto Metropolitan Students Union and all facilities under their jurisdiction) as being a protected area.

The Executive Director must be provided with a copy of the restraining order and

all other relevant documents so as to take the necessary precautions to ensure the employee's safety while at work.

Workplace Harassment

The *Act* defines Workplace Harassment as:

- a) engaging in a course of vexatious comment or conduct against a worker in a workplace that is known or ought reasonably to be known to be unwelcome, or
- b) workplace sexual harassment.

A reasonable action taken by a manager relating to the management and direction of workers or the workplace is *not* workplace harassment. Performance management, attendance or absence management, difficult feedback, corrective counselling, and/or discipline are management rights and are not in themselves harassment, even if these situations are unpleasant for the employee.

Workplace harassment can involve unwelcome words or actions that are known or should be known to be offensive, embarrassing, humiliating or demeaning to a worker or group of workers. It can also include behavior that intimidates, isolates or even discriminates against the targeted individual(s).

Workplace harassment often involves repeated words or actions, or a pattern of behaviors, against a worker or group of workers in the workplace that are unwelcome. Examples of workplace harassment include but are not limited to:

- i. making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend;
- ii. displaying or circulating offensive pictures or materials in print or electronic form;
- iii. bullying; or
- iv. repeated offensive or intimidating phone calls or e-mails.

Workplace Sexual Harassment

The *Act* defines Workplace Sexual Harassment as:

- a. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b. making a sexual solicitation or advance where the person making the solicitation or advance is able to confer, grant or deny a benefit or advancement to the worker and the person knows or ought

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reasonably to know that the solicitation or advance is unwelcome.

Process for Reporting

a. How to Report Workplace Harassment

Workers can report incidents or complaints of workplace harassment verbally or in writing. When submitting a written complaint, please use the workplace harassment complaint form (see attached). When reporting verbally, the reporting contact, along with the worker complaining of harassment, may fill out the complaint form. Alternatively, the complaining employee may be asked to reduce their verbal complaint to writing by completing the form.

The report of the incident must include the following information:

- i. Name(s) of the worker who has allegedly experienced workplace harassment and contact information
- ii. Name of the alleged harasser(s), position and contact information (if known)
- iii. Names of the witness(es) (if any) or other person(s) with relevant information to provide about the incident (if any) and contact information (if known)
- iv. Details of what happened including date(s), frequency and location(s) of the alleged incident(s), such as:
 - a. Any supporting documents the worker who complains of harassment may have in his/her possession that are relevant to the complaint.
 - b. List any documents a witness, another person or the alleged harasser may have in their possession that are relevant to the complaint.

Who to Report Workplace Harassment to

An incident or a complaint of workplace harassment should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated in a timely manner.

Report a workplace harassment incident or complaint to the Executive Director executive.director@yourtmsu.ca. If the Executive Director is the subject of the complaint, the complaint should be made to the Operations Manager operationsmanager@yourtmsu.ca.

All incidents or complaints of workplace harassment shall be kept confidential except to the extent necessary to protect workers, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

Investigation

a. Commitment to Investigate

Toronto Metropolitan Students' Union will ensure that an investigation appropriate in the circumstances is conducted when the employer, a manager or supervisor becomes aware of an incident of workplace harassment or receives a complaint of workplace harassment. The Toronto Metropolitan Students' Union reserves the right to screen complaints on a *prima facie* basis if they do not, on their face, disclose an instance of harassment.

b. Who Will Investigate

Management will determine who will conduct the investigation into the incident or complaint of workplace harassment.

a. Timing of the Investigation

The investigation must be completed in a timely manner unless there are extenuating circumstances (i.e. illness, complex investigation) warranting a longer investigation.

b. Investigation Process

The person conducting the investigation whether internal or external to the workplace will, at a minimum, complete the following:

- i. The investigator must ensure the investigation is kept confidential and identifying information is not disclosed unless necessary to conduct the investigation.
- ii. The investigator should remind the parties of this confidentiality obligation at the beginning of the investigation.
- iii. The investigator must thoroughly interview the worker who allegedly experienced the workplace harassment and the alleged harasser(s), if the alleged harasser is a worker of the employer. If the alleged harasser is not a worker, the investigator should make reasonable efforts to interview the alleged harasser.
- iv. The alleged harasser(s) must be given the opportunity to respond to the specific allegations raised by the worker. In some circumstances, the worker who allegedly experienced the workplace harassment should be given an opportunity to reply.
- v. The investigator must interview any relevant witnesses employed by the employer who may be identified by either the worker who allegedly experienced the workplace harassment, the alleged harasser(s) or as necessary to conduct a thorough investigation. The investigator must make reasonable efforts to interview any relevant witnesses who are not employed by the employer if there are any identified.
- vi. The investigator must collect and review any relevant documents.
- vii. The investigator must take appropriate notes and statements during interviews with the worker who allegedly experienced workplace harassment, the alleged harasser and any witnesses.
- viii. The investigator must prepare a written report summarizing the steps taken during the investigation, the complaint, the allegations of the worker who allegedly experienced the workplace harassment, the response from the alleged harasser, the evidence of any witnesses, and the evidence gathered. The report must set out findings of fact and come to a conclusion about whether workplace harassment was found or not.

c. Results of the Investigation

Within 10 days of the investigation being completed, the worker who allegedly experienced the workplace harassment and the alleged harasser, if he or she is a worker of the employer, will be informed in writing of the outcome of the investigation and if any corrective action will be taken by the employer to address workplace harassment.

d. Confidentiality

Information about complaints and incidents shall be kept strictly confidential by any employee. Information obtained about an incident or complaint of workplace harassment, including identifying information about any individuals involved, will not be disclosed unless disclosure is absolutely necessary to protect workers and the workplace, to investigate the complaint or incident, to take corrective action or otherwise as required by law.

While the investigation is on-going, the worker who has allegedly experienced harassment, the alleged harasser(s) and any witnesses must not discuss the incident or complaint or the investigation with each other or other workers or witnesses.. The investigator may discuss the investigation and disclose the incident or complaint related information only as necessary to conduct the investigation. During this time, accommodations may be made for the worker that allegedly experienced harassment. Violations of this confidentiality obligation may be subject to discipline up to and including dismissal.

All records of the investigation will be kept confidential.

e. Handling Complaints

Based on the findings of the investigation a decision must be made about whether the complaint is substantiated. If the complaint is substantiated, the organization will take corrective action that it deems appropriate in the circumstances.

Employees who violate the anti-discrimination/anti-harassment policy may face discipline.

Complainants will not be penalized just because a complaint is determined to be unsubstantiated, as this may deter people from making valid complaints. There may be cases, however, where there is objective evidence to show that the complaint was maliciously filed, with deliberate intent to injure, mislead or to vex the employer or respondent. Such complaints filed "in bad faith" may attract discipline.

Record Keeping

Management will keep records of the investigation including:

- a) a copy of the complaint or details about the incident;
- b) a record of the investigation including notes; and,
- c) a copy of the written investigation report, if any.

No Reprisal



An employee will not to be penalized for reporting an incident or participating in a workplace harassment investigation. Penalizing an employee for exercising their rights under the *Act* is prohibited.

Operational Policy #30

Centre for Safer Sex & Sexual Violence Support Policy

ADOPTED: May, 2022

AMENDED: January, 2025

About Us

The Centre for Safer Sex & Sexual Violence Support (CSSSVS) serves as a peer run, community based, safer space for knowledge sharing, educational opportunities, and empowerment with the intention to prevent & respond to sexual and gender-based violence on our campus and in our communities. We also run the Sexual Assault Survivor Support Line and serve as the Toronto Metropolitan University community hub for FREE safer sex & menstrual hygiene supplies.

Mission

The Centre for Safer Sex & Sexual Violence Support (as a part of the Toronto Metropolitan University Students Union) is funded by students as a resource for students. Our aim is to create a safer campus for TMU students by creating a consent culture on campus, working to reduce discrimination on campus through an intersectional approach, providing sex education and safer sex supplies, and supporting students who experience sexual violence in whatever way they choose without judgement.

Equity Statement

The Centre for Safer Sex & Sexual Violence Support is committed to building a more equitable community for all Toronto Metropolitan University students. We do this by:

1. Refusing to tolerate homophobia, sexism, transphobia, racism, ableism, ageism, sexual harassment, sexual assault, discrimination, or other violence in any form.
2. Acknowledging the impact of historic and structural inequalities and implementing equity measures to account for these inequalities in everything we do.
3. Ensuring all volunteers and staff members complete anti-oppression training and offering more detailed training sessions from community leaders on a regular

basis.

4. Seeking out and listening to feedback from persons with lived experience in order to dismantle any inequities within our policies, systems, programs, and services.

Accessibility Statement

The Centre for Safer Sex & Sexual Violence Support is committed to providing accessible options to allow all students to access our services. We do this by:

1. Acknowledging the historic and structural inequalities that are built around silencing and excluding people with disabilities and making efforts to counteract this. These efforts include prioritizing people with disabilities in our discussions and recruiting them for positions of power, so their voices are heard and respected.
2. Including accessibility considerations in all our planning to create accessible spaces, events, and services without people having to ask for accommodations.
3. Emphasizing the importance of accessibility in our policies, advertising, and value statements to provide structural support for increasing accessibility in CSSSVS and to establish CSSSVS as a space that prioritizes accessibility.
4. Providing training sessions for all staff and volunteers to increase understanding of ableism and up-to-date information on best practices for accessibility. We will strive to offer training sessions hosted by people with lived experience and will offer training to wider community members whenever possible.
5. Providing space for feedback and accessibility requests in everything we do to make accommodation requests simple and encourage 'call in' statements on anything we may have overlooked.

Land Acknowledgement

Toronto is in the 'Dish with One Spoon Territory'. The Dish with One Spoon is a treaty between the Anishinaabe, Mississaugas and Haudenosaunee that bound them to share the territory and protect the land. Subsequent Indigenous Nations and peoples, Europeans and all newcomers have been invited into this treaty in the spirit of peace, friendship, and respect.

The Centre for Safer Sex & Sexual Violence Support recognizes that we are on stolen land where Indigenous people have been oppressed, colonized, and stigmatized. As a majority settler organization, the Centre for Safer Sex & Sexual Violence Support would like to

express our solidarity with the work and mobilization been done by Indigenous grass-roots activists. We are dedicated to amplifying the voices of our Indigenous community members and approach our language and work with a decolonized framework.

Centre for Safer Sex & Sexual Violence Support Commitments

1. The Centre for Safer Sex & Sexual Violence Support will provide a safer space on campus (both physically and through our phone and chat lines) where students can access peer support and information related to sexual and gender-based violence support. CSSSVS is committed to ensuring these spaces are as confidential, judgment free, and discrimination free as possible, and will work quickly and seriously to address behavior in these spaces that does not align with our values.
2. The Centre for Safer Sex & Sexual Violence Support Coordinator will ensure all volunteers are properly trained and monitored, will keep up to date on best practices for supporting sexual violence survivors, will protect the confidentiality of everyone who uses the services of CSSSVS in accordance with our confidentiality policy (outlined below), and will ensure every effort is made to keep the phone and chat lines accessible to all students. The CSSSVS Coordinator is the only one authorized to access phone and text line logs or other highly confidential information. The CSSSVS Coordinator is directly supervised by the Executive Director of the Toronto Metropolitan University Students Union and concerns about their ability to meet these responsibilities can be sent to executive.director@yourtmsu.ca. In the event the CSSSVS Coordinator cannot perform their duties or an audit is being done of their work, the Executive Director may access confidential records as needed.
3. The Centre for Safer Sex & Sexual Violence Support student staff will support the CSSSVS Coordinator in their responsibilities and provide student insight on the issues that need to be addressed on campus. CSSSVS is committed to ensuring that students hired for these roles are trained in anti-oppression and are knowledgeable about equity issues and best practices for supporting survivors. We will prioritize hiring students who belong to groups that are typically underrepresented and will encourage these students to take the lead on projects with which they have lived experience.
4. The Centre for Safer Sex & Sexual Violence Support volunteers will support the CSSSVS Coordinator and student staff in planning and running events and

campaigns, provide services to students, and run SASSL. All volunteers must meet with the CSSSVS Coordinator prior to their first volunteer shift to ensure they understand their responsibilities as volunteers, the values of CSSSVS, and confidentiality requirements. All volunteers must also sign and return paperwork stating they understand and agree to these expectations to ensure people accessing CSSSVS services are protected. SASSL volunteers must also go through a training program designed to help them learn the best practices for supporting survivors. This ten-hour program includes training on anti-oppression, sexual violence myths and facts, how to respond to disclosures of sexual violence, information on supports survivors might want to access, and how to use the chat and call systems. After this training all SASSL volunteers must also complete a test with the CSSSVS Coordinator before they can begin volunteering. The SASSL Training is updated annually to ensure it is up to date with new research on supporting survivors and changing information about supports available to TMU students and Toronto community members. SASSL volunteers are continuously monitored and given updated training, but they are not licensed professionals, and it is possible for volunteers to make mistakes or give outdated information. It is also possible for a volunteer to express opinions that are not in line with the views of the Centre for Safer Sex & Sexual Violence Support. Any concerns or complaints made about volunteers will be thoroughly investigated by the CSSSVS Coordinator and proper action taken to ensure our volunteers continue to reflect the values and beliefs of SASSL.

5. From time to time, the Centre for Safer Sex & Sexual Violence Support hosts events and campaigns about consent, active listening, trauma, and/or other topics related to safer sex or sexual violence. These events may be informative and meant for the general public, or they may be closed sharing spaces meant for specific groups. In particular, the Centre may host events exclusively for survivors of sexual or gender-based violence. Where an event is a sharing space or a closed group specifically for survivors, the Centre will specifically advertise that it is a closed and confidential event. Prior registration for a closed event will be required and will be facilitated by the CSSSVS Coordinator. The personal information of registrants will only be shared with the individuals and organizations hosting or coordinating the event. If the closed event is being held in conjunction with a third party this will be made clear in the event advertisement and materials. Recordings and photographs will not be allowed in such spaces without prior consent. Any individuals who have a unique concern regarding attendance at CSSSVS events, including concerns regarding confidentiality, should contact the CSSSVS Coordinator for assistance.

6. Those accessing the Centre for Safer Sex & Sexual Violence Support or our services, or attending our events, are here to get the support or resources they need while respecting the needs, limits, and confidentiality of our staff, volunteers, and anyone else accessing CSSSVS's services. When accessing our services or attending our events, it is important to remember that our volunteers and staff have the same rights that people accessing our services and/or events do, and that acting in a disrespectful or harmful manner will not be tolerated. Volunteers and staff also have the right to pass questions, concerns, or requests for assistance on to another member of our team at any point whom they feel is more capable of providing assistance without disclosing their reason for doing so. The CSSSVS Coordinator also reserves the right to unilaterally terminate someone's access to CSSSVS or one of our services or attendance at our events in accordance with TMSU policies if they feel this person has broken the rules of CSSSVS or the TMSU, or if they have caused or threatened to cause harm to another person (whether it was their intention to do so). While we will always attempt to aid those accessing our services or suggest a better service that can meet someone's needs, CSSSVS prioritizes the health and safety of our clients, staff and volunteers above all else. Those accessing our services are also responsible for their own choices. Neither the TMSU, CSSSVS, SASSL, nor any of our employees, peer support volunteers, or agents are responsible for any decisions, or results of the decisions that an individual makes during, as a result of, or after using our services. This includes whether an individual chooses to seek or not seek professional care, or to modify or terminate specific treatment that they are currently receiving based on the information provided by this service. Our staff and volunteers are happy to ask questions and explore options, but those accessing our services have sole control of their own actions, reactions, and words.

Protection for and limits to confidentiality

We take individuals' privacy and security very seriously. All staff and volunteers are ethically and contractually bound to keep personal information private and confidential in accordance with this policy. We also employ reasonable security controls (including encryption) to help protect personal information. Any information shared with our volunteers or staff when accessing our services, including by attending our events, will be held in the strictest confidence. In the vast majority of circumstances, it will be shared only with CSSSVS supervisors and, in order to be helpful to you, possibly with members of the CSSSVS team. Volunteers and staff can be required to consult on cases as part of individual and group supervision. These processes have been put in place for your protection and safety as well as to ensure that you are provided with the highest quality of care and service.

All staff members and volunteers are thoroughly trained on how to protect confidentiality and safeguards to maintain confidentiality are put in place whenever possible.

We cannot control all possible disclosures of sensitive information. For example, we cannot control who sees people going in or out of our office or which volunteer is on shift when a call for service is received. Any individuals who have a unique concern regarding their confidentiality are always welcome to contact the CSSSVS Coordinator, who will help make individualized arrangements.

In some circumstances, the CSSSVS Coordinator may be required to share personal information with other non-CSSSVS TMSU personnel, including for example TMSU staff at other Equity Service Centres, TMSU legal counsel, the TMSU Executive Director and/or the TMSU Board of Directors. This may occur, for example, to coordinate TMSU services requested by the individual, comply with other TMSU policies or bylaws, or comply with applicable laws. If a person discloses information that gives rise to workplace health and safety issues within TMSU, there may be a legal obligation to disclose some information so that these concerns can be investigated and addressed. In these and other circumstances the personal information disclosed will be limited to only the information necessary for the purposes of the disclosure.

Additionally, CSSSVS volunteers and staff members have a legally mandated duty to report in the following cases: (a) If you tell us that a child (i.e. a person aged 16 years or younger) or vulnerable adult (i.e. a person who is unable to make and/or execute decisions regarding their care or support network) is or may be in need of protection; or (b) If you tell us that someone is hurting you, has hurt you, or is likely to hurt you in the future; or (c) If you tell us you are planning to hurt yourself or someone else. If a volunteer or staff member feels something you have said or done has resulted in us having a duty to report, we will have to pass on any information requested by police or child services. This could include names, addresses, email addresses, phone numbers, or any other identifying or relevant information you have provided us that we have access to. Survivors of sexual assault will be informed if any information relating to their sexual assault, status as a survivor of sexual assault, or trauma related to past sexual assault is shared outside of CSSSVS volunteers and staff, except where doing so would interfere with an ongoing police investigation or if such disclosure is otherwise prohibited by law.

For more information about what information, we collect and retain through SASSL, please see the Sexual Assault Survivor Support Line Policy.

Contact Us



We care about the privacy and safety of our staff and peer support volunteers. In accessing CSSSVS and/or using our services, you agree to not communicate with our peer support volunteers outside of the service. If you have questions, comments, or feedback for us, please email csssvs@yourtmsu.ca. Anonymous feedback or questions are always welcome as well, and can be submitted at c3svs.ca.

Policy Review

CSSVS Coordinator review on an annual basis, any changes brought forth to bylaws and policies committee.

Operational Policy #31

Sexual Assault Survivor Support Line

ADOPTED: May, 2022

AMENDED: January 2025

About Us

The Sexual Assault Survivor Support Line (SASSL) is a peer support line that is staffed by volunteers who are Toronto Metropolitan University students, alumni, and/or TMU community members. It provides Toronto Metropolitan University students with a way to quickly access judgement-free, confidential support from their peers and learn about resources available to them if they or a friend are experiencing sexual or gender-based violence.

SASSL is not a substitute for professional health care. If you are in crisis, suicidal, or experiencing an emergency, please call 911 or the Gerstein Crisis Centre at (416) 929-5200. Contacting SASSL does not constitute a doctor-patient relationship, a therapist-client relationship, a therapist-patient relationship, or a lawyer-client relationship. Please see below for more information on limits to our confidentiality.

SASSL is run and funded by the Centre for Safer Sex & Sexual Violence Support (CSSSVS) as part of the Toronto Metropolitan University Students Union, and all aspects of the CSSSVS policy also apply to SASSL. SASSL is overseen by the Centre for Safer Sex & Sexual Violence Support Coordinator along with the CSSSVS student staff.

Sexual Assault Survivor Support Line Commitments

1. The Sexual Assault Survivor Support Line will provide a 24/7 phone line and a daily chat line that connects callers to a peer support volunteer. SASSL is committed to keeping these lines staffed with trained volunteers in order to minimize wait times and ensure callers get support from someone well versed in best practices for supporting survivors.
2. SASSL is committed to providing a survivor-centered approach. Volunteers and staff are educated to listen to people accessing the line without making assumptions and to allow them to guide the direction and pace of the conversation. SASSL aims to be a safe place for survivors where they can be supported in making informed decisions without judgment.

3. As a tool for survivors, SASSL will prioritize the wants and needs of survivors (especially student survivors) and will make efforts to include survivors in major decision-making processes regarding SASSL and in SASSL policy changes.

SASSL is committed to making an effort to seek out feedback from survivors regarding SASSL, and to make changes according to this feedback.

4. SASSL recognizes that our peer support volunteers are often survivors themselves and/or likely know someone who has been impacted by sexual violence. While volunteers do need to be in a place in their healing journey where they can meet the basic requirements of being a volunteer, we are committed to supporting survivors who wish to participate in sexual violence prevention work. We include self care strategies in our training, and volunteers are encouraged to set their own limits and boundaries in order to help keep them healthy and prevent burnout. This means that volunteers may, at any time, choose to end a call or chat where a boundary they have set is passed.
5. Volunteers are trained to first attempt to pass the conversation on to another volunteer, but they may also choose to end the conversation if they feel the caller is intentionally trying to cause harm, is not respecting CSSSVS policy, or has needs that would be better served by another organization.
6. The CSSSVS Coordinator, CSSSVS staff, and CSSSVS volunteers all have a large role in running SASSL. More information about their roles and responsibilities can be found in the CSSSVS policy.

Limits to Confidentiality

The chat and phone line services are confidential services. A confidential service means that it is the legal and ethical duty of the Peer Support volunteer or Coordinator who answers your chat or call not to reveal information about you to unauthorized individuals. However, there are legal limits to confidentiality. We may, for example, be required to disclose your personal information (including chat transcripts and notes on phone conversations) to an external agency, usually a local child welfare agency or, less commonly, the police, if we think that you or others may be in danger. No one associated with CSSSVS (including the coordinator) has access to your phone number or other personal information unless it is given to us during the course of the phone call or chat conversation. Any information given to us during the phone call or chat conversation may be given to the police or a local child welfare agency if it is determined that we have a duty to report. We do not have access to phone number

records and thus cannot pass these on to police; however, in the event police subpoena records from the service we use to receive chats and phone calls your phone number or IP address may be given to police services.

We have a legally mandated duty to report in the following cases: (a) If you tell us that a child (i.e. a person aged 16 years or younger) or vulnerable adult (i.e. a person who is unable to make and/or execute decisions regarding their care or support network) is or may be in need of protection; or (b) If you tell us that someone is hurting you, has hurt you, or is likely to hurt you in the future; or (c) If you tell us you are planning to hurt yourself or someone else.

Other situations in which the personal information you share with us can be disclosed to CSSSVS supervisors, or more exceptionally non-CSSSVS TMSU staff, directors and legal counsel, are outlined in the Centre for Safer Sex and Sexual Violence Support Policy.

Survivors of sexual assault will be informed if any information relating to their sexual assault, status as a survivor of sexual assault, or trauma related to past sexual assault is shared outside of CSSSVS volunteers and staff, except where doing so would interfere with an ongoing police investigation or if such disclosure is otherwise prohibited by law.

Contact Us

We care about the privacy and safety of our staff and peer support volunteers. In accessing SASSL, you agree to not communicate with our peer support volunteers outside of the service. If you have questions, comments, or feedback for us, please email csssvs@yourtmsu.ca. Anonymous feedback or questions are always welcome as well and can be submitted at c3sys.ca.

Policy Review

This policy was approved in May 2022 and has been signed below by the current Executive Director of the Toronto Metropolitan University Students Union; the current Vice President, Equity of the Toronto Metropolitan University Students Union; and The Centre for Safer Sex and Sexual Violence Support Coordinator.

This policy will be reviewed by the end of 2023. The review process includes an in depth review and revisment of the policy by CSSSVS staff; an opportunity for community and union members to see the proposed changes, debate these changes, and propose their own changes; and publishing the new policy. Prior to the policy being published, at least one student and one self-identified survivor must review and give feedback on the policy, and the current Executive Director of the Toronto Metropolitan University Students Union; Vice President, Equity of the Toronto Metropolitan University Students Union; and The Centre for Safer Sex and Sexual Violence Support Coordinator must all agree to the changes

Operational Policy #32

Grievance Procedure for Potential Human Rights or Policy Violation by TMSU Staff or Representatives

ADOPTED: May 2025

Scope of Policy

- 1) Any member of the TMSU who is concerned that a TMSU staff member or volunteer has, in the course of their employment or volunteer duties, acted contrary to the TMSU's policies or the *Ontario Human Rights Code* has recourse to the process set out in this policy to raise their concerns and attempt to find a mutually-agreeable resolution.
- 2) This complaint procedure does not apply to complaints from TMSU employees, who are directed to follow the appropriate procedures under TMSU's workplace harassment and discrimination policy.
- 3) This complaint procedure does not apply to alleged violations of the administration or procedures of TMSU's By-laws by the Executives or Board of Directors, which should be dealt with under the grievance procedure set out in TMSU By-law Ten.
- 4) This complaint procedure does not apply to actions of TMSU Campus Groups, as they are neither agents for nor representatives of TMSU. Any complaints regarding TMSU Campus Groups should be dealt with under the procedures set out in the Campus Groups Policy.

Complaint process - informal resolution

- 5) The TMSU Member who believes their human rights or TMSU policies have been violated (the "**Complainant**") should first raise their concerns directly with the individual(s) who they believe engaged in the violation (the "**Respondent**") to determine whether an informal resolution can be achieved.
- 6) If the Complainant is uncomfortable raising the issue directly with the Respondent, or a first instance informal resolution is not achieved, the Complainant must raise the issue with the Respondent's direct supervisor.
- 7) Upon receipt of the complaint, the Respondent's direct supervisor shall have a conversation with both the Respondent and Complainant in an attempt to informally resolve the issue.
- 8) If the Complainant does not know who the Respondent's supervisor is, they may email the

Executive Director, referencing this policy, to request this information.

Complaint process – formal complaint

- 9) If the issue cannot be resolved informally with the Respondent and/or the Respondent's direct supervisor, the Complainant may file a formal complaint in writing to the Executive Director within sixty (60) days of the date on which the alleged violation took place.
- 10) Upon receiving the complaint, the Executive Director can determine whether to open a formal review of the matter. The Executive Director may choose to screen out a complaint where reasonable, including because:
 - i) The complaint is frivolous or vexatious;
 - ii) The complaint was not filed within a reasonable time frame;
 - iii) The complaint, on its face, discloses no human rights or policy violation;
 - iv) Another complaint or adjudicative process is better suited to addressing the issue; or
 - v) A complaint concerning the same underlying conduct has already been received and addressed.
- 11) If the Executive Director decides not to open a formal review they shall notify the Complainant and the Respondent in writing, and indicate the reason why the complaint was screened out.
- 12) The Complainant has the right to request that the Executive Committee review the Executive Director's decision not to open a formal review ("**Request to Review**").
 - i) The Request to Review must be filed by the Complainant in writing within seven (7) days of receiving the decision not to open a formal review.
 - ii) The Executive Committee shall invite the Executive Director to provide submissions regarding why the complaint was screened out.
 - iii) Upon reading the submissions of the Complainant and the Executive Director, the Executive Committee may:
 - (1) Uphold the decision to screen out the complaint;
 - (2) Refer the complaint for formal review pursuant to this policy.
- 13) If the Executive Director decides to open a formal review, or if the Executive Committee directs a complaint proceed to formal review, the Executive Director shall ask for a written response from the Respondent. This response must be received in writing within fourteen (14) days of the request. If no written response is received within fourteen (14) days, the Executive Director may close the formal review.
- 14) The Executive Director may request further information from the Respondent and Complainant to assist with the review of the complaint.
- 15) After the Complainant and Respondent have provided the information, the Executive Director shall convene a meeting with the Complainant and Respondent and attempt to affect a mutually satisfactory resolution of the matter.

- 16) If the matter cannot be resolved by mutual agreement, the Executive Director shall meet with the VP of Equity to review the grievance, and shall make one or more of the following recommendations to the Executive Committee:
- a. to direct the Executive Director to conduct an investigation and return to the Executive Committee at a later date;
 - b. refer the matter to an external independent investigator, who will report back to the Executive Committee;
 - c. to direct the Executive Director, or an independent person to meet with the parties and continue discussions and report back to the Executive Committee;
 - d. to uphold the complaint; or
 - e. to dismiss the complaint.
- 17) If the complaint is upheld by the Executive Committee, the Executive Committee shall, with the advice of legal counsel, determine what the appropriate remedy should be if any.
- 18) Executive Director will implement the appropriate remedy.

General and Special Members Meetings

ADOPTED: November 17, 2025

Call for Agenda Items

- 1) The call for agenda items for Annual General Meetings and Semi-Annual General Meetings shall be advertised:
 - a) On the TMSU website; and
 - b) On the TMSU social media.
- 2) There shall be no call for agenda items for Special General Meetings.

Agenda Items

- 3) The deadline for Directors and Members to submit agenda items shall be thirty (30) days before the Annual General Meeting or Semi-Annual General Meeting.
- 4) Agenda items involving Bylaw amendments shall follow the process and timelines set in Bylaw 12.
- 5) Main motions, as defined in Robert's Rules of Order, shall follow the timeline for submission of agenda items described in this Policy. Main motions submitted by Directors or Members after the deadlines shall be deemed out of order.
- 6) The agenda for Special General Meetings shall be set by the Board in accordance with By-laws 3.3 and 3.7.

Conduct

- 7) The Chair shall facilitate a two (2) strikes rule. Strikes shall be imposed for violations of the equity statement, rules of order, or community guidelines.
- 8) Unless otherwise determined by Members, speaking time for agenda items shall be limited to two (2) minutes per speaker.
- 9) When a motion is debatable, and unless otherwise determined by Members, there shall be at maximum three (3) speakers in favor and three (3) speakers against a motion.
- 10) The Equity Officer shall assist the Chair in maintaining decorum and uphold the equity

statement. They shall be empowered, at the discretion of the Chair, to make interventions and recommendations to the Annual General Meeting and Semi-Annual General Meeting to maintain decorum.

- 11) In the event that a meeting is held allowing both in person and virtual participation there shall only be one official Member discussion forum for participants no matter how they join the meeting.

Committee Procedures

ADOPTED: November 17, 2025

- 1) There shall be Standing and Ad-Hoc Committees as set out in By-law Five (5): Committees.
- 2) Subject to the requirements of the By-laws and policy, each Standing Committee shall have the authority to set its own Operational Policy and Terms of Reference.
- 3) In general, unless specifically stated in By-law or policy, Committees are not decision-making bodies, but rather working committees responsible for:
 - a) Providing input prior to matters coming to the Board.
 - b) Considering issues as directed by the Board.
 - c) Making recommendations to the Board.

The Board is responsible for the consideration and final approval of all committee recommendations; however, unless the authority of the Board is restricted by the By-laws or Policy, the Board is not obligated to agree with the recommendations. In other words, committee recommendations can be considered as 'suggestions for the Board's consideration'.

- 4) Unless otherwise specified in Operational Policy, Committees should meet at least once per month.
- 5) Agendas for all Committee meetings shall be issued by each Committee's Chair or delegate no less than forty-eight (48) hours before a meeting. Notice and agendas shall be issued to the members of the Committee and the Committee's standing time shall be posted on the Society's website.
- 6) Quorum for any Committee of the Board is a majority of its voting membership.
 - a) If quorum is not present at a Committee meeting, the lack of quorum shall be noted in the minutes of the meeting and shall be brought to the attention of Board if it is asked to approve any recommendation of said Committee.
 - b) Beyond making recommendations in accordance with paragraph (a) above, a Committee may not, at a meeting at which quorum is not present, pass any motions or approve any action. Notwithstanding this provision, the Committee may make recommendations at a meeting where quorum is not present, such recommendations to be presented to all Committee members by email or at a later Committee meeting which shall have the power to approve them if quorum is then present.

- 7) The meeting minutes of all Committees shall be made available to Members upon request, unless otherwise specified in the Operational Policy of the Committee or unless the Committee passes a motion to hold some or all of a Committee meeting *in camera*.
 - a) When the Committee goes *in camera*, all those who are not members of the Committee must leave the meeting unless invited to stay by a Resolution of the Committee.
 - b) No one attending the *in camera* portion of a Committee meeting may disclose any information discussed in the *in camera* portion without the authorization of the Committee, except that:
 - i. Members of the Committee may be informed about what was said during *in camera* sessions that they were entitled but unable to attend;
 - ii. Current members of the Committee may be informed about what was said during *in camera* sessions that occurred before they took office;
 - iii. *In camera* information shall be disclosed to the Board only in an *in camera* Board meeting.
 - c) Minutes of the *in camera* portion of a meeting shall be kept in a secure place by the Executive Director for the future reference of Committee members. They shall not be published.
 - d) *In camera* minutes shall not include the names of those speaking during discussions; nor shall they include details of legal or other confidential matters. *In camera* minutes shall include a summary of what was discussed, as long as that summary does not reveal details of legal or other confidential matters.
 - e) Minutes from the *in camera* portion of a Committee meeting shall not be circulated with other Committee minutes, nor presented in open session, but Committee members shall be provided with the opportunity to review and approve any *in camera* minutes in a secure fashion, including during a subsequent *in camera* Committee session.
 - f) Minutes from the *in camera* portion of a Committee meeting shall not be sent to the Board with the other minutes of the Committee, unless the Board passes a motion directing that they may be examined, in a secure manner, during an *in camera* portion of a Board meeting.
- 8) Minutes of each Committee shall be approved at the following meeting of that Committee.
- 9) Approved minutes from Committees shall be sent to the Board at the next sitting of the Board of Directors after the Committee meeting at which they were approved.
- 10) Committees may, subject to their Operational Policy, meet in person, by telephone, or by video conference.
- 11) Committees may, subject to their Operational Policy, conduct a vote on the issue by email provided that the following conditions have been met:

- a) The matter is so time sensitive that it cannot wait to be discussed at a Committee meeting and a substantive discussion of the issue is able to occur over email; or
 - b) There has already been substantive discussion of the issue at a meeting of the Committee and the Committee has determined that any subsequent discussion or vote should occur by email.
- 12) Any request for an email vote must be sent to all members of the Committee and allow at least forty-eight (48) hours for the members to submit their email votes, with the understanding that in emergency cases a shorter time period may be allowed.
- 13) For an email vote to pass, a majority of those voting must vote in favour, and the number of members voting must be at least equal to quorum for the Committee.
- 14) The results of any email discussion and vote shall be recorded in the minutes of the next meeting of the Committee.

Financial Policies

SECTION III

Financial Policy #1

Payment Process

ADOPTED: November 23, 2017

AMENDED: November 17, 2025

Preamble

1. The purpose of this policy is to provide a clear process on how to obtain payments, complete cheque requisitions and receive approval for expenses. This policy is subject to Financial Policy #3 – Contracts and Purchasing Policy.

Scope

2. This policy applies to internal operations of finance and all executives, board members, full time staff, part time staff, volunteers and employees of the organization.

Definitions

3. Volunteer: Is any member of a Students' Union who is not paid a salary or an honorarium.
4. Non-arm's length transaction: Is a transaction between two parties where one party may have a personal relationship with a staff or executive member or their family or friends Protocol
5. To obtain a payment for a vendor / reimbursement appropriate Cheque Requisition Form must be filled and submitted to Finance. Payment mode can be cheque or Wire Transfer
6. List of Cheque Requisitions available (See Annexures)
 - i. Cheque Requisition – General (Annex 1)
 - ii. Cheque Requisition – Events & Equity (Annex 2)
 - iii. Cheque Requisition – Health & Dental (Annex 3)
 - iv. Cheque Requisition – GCUs, Course Union and Student Groups (Paid through associated Budget accounts) (Annex 4)
 - v. Cheque Requisition – GCUs, Course Union and Student Groups (Paid

through associated Trust accounts) (Annex 5)

7. Cheque Requisitions must be submitted before 6:00PM on Wednesday and Cheques will be ready for collection on Friday 12:00 Noon
8. Expenditures that are not incurred in accordance with Financial Policy #3 – Contracts and Purchasing Policy or otherwise deemed unreasonable or inappropriate shall not be reimbursed.
9. The President shall have the authority to invoice the department Head/Exec for any inappropriate use of the personal expense account(s).
10. These details in the Cheque Requisitions include but are not limited to:
 - i. 'Payee Name' in block capital letters
 - ii. Date of use and Detailed Description and rationale for the expense
 - iii. Appropriate budget line
 - iv. Acceptable form of reimbursement deliverable
 - i. Itemized original receipts are mandatory.
 - ii. Credit card payment slips are not sufficient. If a receipt does not have itemized amounts, the group or individual risks not getting reimbursed.
 - iii. Receipts from cash registers and invoices are acceptable forms of reimbursement deliverables.
 - iv. Invoices must have, at least, the vendor's address and contact information and GST/HST numbers where applicable.
 - v. If receipt is lost and seeking for reimbursement Executive Committee approval is required
 - vi. In special cases, if approved by Executive Committee, TMSU will accept printouts of bank account and credit card statement however, the signing authorities will use their discretion in determining whether the information is sufficient for reimbursement.
 - vii. Invoice/Receipt date should be within 30 days from the date of cheque requisition
 - viii. If date of the invoice is beyond 30 days Execs needs to approve to process the payment
 - ix. Attach the itemized receipts in the order listed in cheque requisition
 - x. Order Confirmations are not acceptable as receipts
 - xi. Photocopied invoices will not be accepted
 - xii. Credit card statement should be attached for foreign currency payment if not current rate would be applied to process.
 - xiii. Sponsorship requests should be attached along with

approved meeting minutes

- v. Required approvals (emails, meeting minutes, Agreements) and signatures are mandatory before submission
11. In the case that an event is organized with a budget of over \$1000. The detailed budget should be submitted to Finance no less than 30 days prior to the event.
- i. Details should include, but are not limited to:
 - i. name of confirmed vendors and relevant contact information
 - ii. money already spent
 - iii. sponsorship revenue, etc.
12. Board Events should be approved by Exec before the event takes place. As soon as a Board Event is approved it should be communicated to Finance. Expenses related to Board Events without prior approval will not be reimbursed
13. Only budgeted expenditures shall be permitted.
14. Expenditures that are over budget will require approval of the Finance Committee or the Board of Directors.
15. Wherever practical and reasonable, the employee purchasing the good or service must obtain a minimum of three price quotes.
16. Expenses incurred without the approval of the Executives, or the Board are the responsibility of the purchaser and may be denied for reimbursement.
17. Alcohol, excluding stock for a licensed event or venue, may only be expensed if approved by the Executive Committee.
18. The amount budgeted under Expense Accounts may cover expenses associated with recognizing and rewarding staff and volunteers (non-staff), including, but not limited to, food at meetings, etc.
19. Prior approval must be obtained from Exec committee if you want to make any non-arm's length transaction. If there is no prior approval payment/reimbursement will be denied. If individual of the organization fails to communicate a non-arm's length transaction before it takes place, then individual must reimburse all payments.
20. If staff, Management or Exec requires any software or small Equipment for operational reason it should be approved at the Exec level before purchase. If not, expense may not be reimbursed to the individual

21. Stationery purchases should be made through TMSU Internal Coordinator
22. Financial Controller has the authority to deny payments approved by President, Vice President Operations and General Manager and take it to the Exec approval if he/she feels the payment is not legitimate

Table 1

Expense Types, Amounts and Approval Process			
Type	Amount	Level of Approval	Comments
Expenses, Reimbursements, Capex	<= \$1500	Exec	Not Budgeted
Expenses, Reimbursements	>\$1500	Board	Not Budgeted
Capex	>\$1500	Board, two-thirds majority	Not Budgeted
Expenses, Reimbursements, Capex	>\$1500	Exec	Budgeted (with Capex having been itemized and approved by the Board by two-thirds majority)
TMSU / non-TMSU Group Funding		Student Groups Committee	In accordance with Campus Groups Funding Policy

Table 2

Level of approvals	
Title	Level of Approval
President	General Manager or Financial Controller or Vice President Operations
Vice-Presidents'	President or General Manager or Vice President Operations
General Manager	President or Vice President Operations
Financial Controller	President or General Manager or Vice President Operations
Staff (Fulltime & Part-time)	Supervisor or Exec as per the reporting hierarchy or General Manager or Financial Controller

Cheque Signatories

ADOPTED: November 23, 2017

AMENDED: November 17, 2025

Preamble

1. This policy works to break down all information necessary for signing officers to fulfill their role.

Protocol

2. Only the following individuals have cheque signing authority:
 - a. Executive Officers:
 - i. President
 - ii. Vice President Operations
 - b. Management Staff
 - i. Executive Director
 - ii. Financial Controller
3. All deeds, transfers, licenses, contracts, engagements, and financial instruments on behalf of the Corporation shall be co-signed by not less than two signing authorities, with one being an Executive Officer signing authority and the other being a Management Staff signing officer.

Contracts and Purchasing Policy

ADOPTED: November 23, 2017

AMENDED: November 17, 2025

Preamble

The Toronto Metropolitan Students' Union purchases goods and services throughout the year that are necessary for the successful operation of the organization. This Purchasing Policy, combined with the Purchasing Administrative Regulations and Purchasing Procedures, has been created to ensure employees follow sound, efficient and standardized practices when making purchases on behalf of the corporation.

Protocol

The TMSU shall conduct its purchases in accordance with generally recognised purchasing practices including, wherever possible, the competitive process. Consistent with this the following policies shall provide the framework for all TMSU purchasing activities:

1. Subject to other provisions of the By-laws of the Corporation, two signing authorities are required to enter into contracts in the ordinary course of the Corporation's operations, with one being an Executive Officer signing authority and the other being a Management Staff signing officer.
2. No multi-term agreement shall be made without recommendation by the Executive Committee, approval by the Management Priorities Committee and ratified by the Board of Directors.
3. The TMSU will ensure that products and services are acquired such that they are of acceptable quality at the lowest available price, with consideration given for availability, urgency of demand and required service level.
4. All purchasing transactions shall ensure equal opportunity, due process and fairness to suppliers.
5. When any tendering process, including Requests for Proposal (RFP) are used, the

lowest evaluated tender or price, which is the offer evaluated as striking the best balance between quality, price, urgency of demand and required service level, shall be accepted.

6. In all cases where the acquisition price exceeds \$25,000 for a new product or service, whether this price is reached via a one-time purchase or the aggregate expected cost of the proposed purchase of products or services, approval of the award recommendation shall be obtained from the Board of Directors prior to purchase. For purchases of a value less than \$25,000 signing authority for such purchase shall be established and delegated by the Executive Director and the President.
7. For purchases that involve the acquisition of talent, such as bands, speakers, or other entertainers, the Board shall be provided with an annual plan and approve an annual maximum spend on talent prior to any such purchase. The Board shall receive updates each quarter regarding progress versus the plan; any changes to the maximum spend must be approved by the Board.
8. All TMSU personnel shall maintain both actual and apparent impartiality and arm's length distance in all dealings with potential suppliers of goods and services.
9. Purchases may be made without prior Board of Directors approval in an emergency situation when the lack of immediate action would jeopardize operation or equipment, disrupt critical services to students or involve the health and safety of personnel if the said purchases are approved by the Executive Director and President or their designates. The Board must be made aware of all pertinent facts within one business day of the incident that required the emergency purchase.
10. Any purchase, excepting emergency purchases as described above, that are not included in an approved TMSU budget must receive approval from the Board of Directors as per the procedures established within the By-laws and Financial Policy #1 – Payment Process.
11. The Executive Director and President shall maintain a set of Administrative Regulations and Procedures that establish consistent internal processes for purchasing. These processes do not require Board approval, but shall be available to Directors for their information.

12. No Executive Officer may collectively bargain with a union on behalf of the Corporation in the absence of Management Staff and without first receiving advice from legal counsel.
13. TMSU may not contract with an individual who has served as an Officer or Director for TMSU and who has, directly or indirectly, during a period of five (5) years after such person left their position made any attempt to arrange for or solicit business from the Corporation where the former Officer or Director is:
 - i. Is a party to a material contract or transaction or proposed material contract or transaction with the Corporation; or
 - ii. Is a Director or an Officer of, or has a material interest in, any person who is a party to a material contract or transaction or proposed material contract or transaction with the Corporation.
14. For greater clarity, nothing in the preceding paragraph is intended to prevent former Officers and Directors from responding to requests from the Corporation for advice or information regarding actions or decisions taken on behalf of the Corporation.
15. Any Officer, Director, or Management Staff that becomes aware of a former Officer or Director, without prior request from the Corporation, arranging for or soliciting business from the Corporation shall report the information to the Audit Committee. Upon receipt of such information, the Audit Committee shall make a determination whether any former or current Officer or Director of TMSU is in violation of By-law 4.12.1 and report their determination to the Board of Directors.
16. Any collective agreement reached in bargaining shall be subject to the following final approval process:
 - i. Recommendation by the Executive Committee;
 - ii. Approval by the Management Priorities Committee; and
 - iii. Ratification by the Board of Directors.
17. No Executive Officer shall enter into any agreement with a union that effectively alters, directly or indirectly, the terms and conditions of a collective agreement prior to the expiry of its term without first receiving legal advice and the following approvals:
 - i. Recommendation by the Executive Committee;
 - ii. Approval by the Management Priorities Committee; and
 - iii. Ratification by a majority vote of the Board.

Corporate Credit Card

ADOPTED: November 23, 2017

AMENDED: N/A

Preamble

1. The Toronto Metropolitan Students' Union currently holds credit cards that are used for operational and capital purchases. This policy regulates the use of these credit cards.

Protocol

2. The following individuals are permitted holders of a Toronto Metropolitan Students' Union corporate credit card:
 - i. General Manager
 - ii. Financial Controller
 3. As the corporate credit card holders referred to in 4.2, the individuals shall be responsible for purchases made on their card and must be aware of their responsibilities
 4. All receipts and credit slips must be properly coded and retained by the cardholder until the credit card statement arrives.
 5. Once the credit card statement is available, it shall be submitted to the Financial Controller with receipts and approval documents along with Credit Card Expense Approval Form (Annex 6)
 6. Should any transaction be missing a receipt a written letter should be submitted to the Financial Controller providing proper explanation regarding its absence. The Financial Controller in consultation with the Executive Committee can approve or reject explanation.
 7. The President/General Manager/Financial Controller shall have the authority to invoice the holder of a credit card for any inappropriate use of a corporate credit card.
- 4.8 Personal expenditures shall not be made on Students' Union corporate credit cards.

Petty Cash

ADOPTED: November 23, 2017

AMENDED: N/A

Preamble

1. The Toronto Metropolitan Students' Union uses petty cash as a means of purchasing items relevant to the operations of the union.

Protocol

2. Petty cash can be obtained in advance for expenditure up to \$500.00 by filing Petty Cash Request Form (Annex 7).
3. When settling or reimbursing petty cash advances Petty Cash Expense Approval Form (Annex 8) must be filled and must be approved by one of the Executives or General Manager or Financial Controller. Form should be attached along with itemized receipt and handed over to finance.
4. Petty cash advances should be settled within 7 business days
5. In order to replenish the petty cash, a petty cash reconciliation is completed by Finance Coordinator and approved by Financial Controller.

Capital Expenditure Approval Process (CAPEX) & Depreciation Policy

ADOPTED: November 23, 2017

AMENDED: November 17, 2025

Preamble

1. This policy outlines the approval process related to capital expenses. This policy is subject to Financial Policy #3 – Contracts and Purchasing Policy.

Definitions

2. Capital Natured Items: Items purchased that will be in the possession of and used by the TMSU for more than a single year.

Protocol

3. The Capital Acquisitions Fund is the portion of fees collected from the Members which is budgeted specially for the purposes of capital expenditures. Monies from the Capital Acquisitions Fund shall only be allocated for the purposes of capital expenditures.
4. If any capital natured items to be purchased it should be included in the budget and approved by the board.
5. A motion to allocate capital expenditures exceeding \$1,500 shall be presented first to the Executive Committee requiring a simple majority vote approval and then to the Board of Directors requiring a two-thirds (2/3) majority vote for approval. Motions under \$1,500 shall be approved by the Executive Committee with a simple majority vote for approval.
6. The "Capex Approval Form" (Annex 9) should be completed, approved and submitted to Finance before purchase of a capital natured item.
7. All amounts spent on capital natured items, including leasehold improvements, will be taken from the Capital Aquisitions Fund.
8. The minimum value to capitalize an asset is \$1000.00.

Table 1

Asset Type	Useful Life
Capital equipment	2-5 years
Leasehold Improvements	1-5 year
Computer Software	1-5 Years

Note: Based on the specification, cost and nature of the asset Finance department will determine the useful life of the asset

Revenue Generation and Investments

ADOPTED: November 23, 2017

AMENDED: N/A

Preamble

1. TMSU shall generate revenue by providing services to the students and by earning interest via investing into different projects or initiatives. This policy will ensure that the decisions will be conducted keeping best interest of the students' union in mind without threatening the financial stability of the students' union.

Protocol

2. At all times, the investments will be made as long as they are deemed legal by relevant laws.
3. The investments shall be made to benefit its membership and make sure to preserve the capital invested
4. Investments made shall ensure that it will not interfere with the day-to-day operations of the TMSU in regard to liquidity.
5. All investment decisions require a majority vote from the board before moving forward
6. All TMSU investments shall be made solely through the use of the TMSU accounts
7. Sponsorship or any other revenue expected should be recorded in accounting through raising an invoice within 30 days of receiving information about the sponsorship or revenue
8. "Invoice Requisition Form" (Annex 10) should be filled and submitted to finance if any invoice is required to be provided to external parties.
9. There should not be any invoice formats provided to external parties other than invoices raised by Finance.
10. Revenue can be accepted by credit card. Customer should fill "Credit Card Authorization Form" (Annex 11) and it should be handed over to Finance to within 30 days of transaction. If any event organized involving ticket sale using



External Service Provider (e.g. Eventbrite), the TMSU bank account needs to be linked with that system and not any personal bank accounts.

11. The use of an External Service Provider requires a majority vote approval by the Executive Committee
12. Immediately, within 7 days, upon registering with an External Service Provider (e.g. Eventbrite) the login details should be submitted immediately to General Manager, Financial Controller and President

Financial Policy #8

Cash/Cheque Deposit

ADOPTED: November 23, 2017

AMENDED: N/A

Protocol

1. Any revenue received in the form of cash or cheque should be submitted to Finance along with "Cash/Cheque Deposit Form" (Annex 12) without delay, no more than 72 hours after.

Honorarium Policy

ADOPTED: November 23, 2017

AMENDED: November 24, 2025

Preamble

1. This policy sets out the process and maximum amount of an honorarium payable to a Board Director.
2. TMSU recognizes that some committees of the Board require a higher volume of work than others. The Board shall attempt to have Board work distributed equitably between members of the Board, and with consideration to relevant Directors' skills, interests and capacity.
3. TMSU recognizes that the amount of honorarium is not reflective of the total amount of work hours conducted to service students, but rather that it is a nominal recognition of the service provided as an elected representative.

Protocol

4. Directors are eligible to receive a maximum of \$1500.00 for each semester.
5. The Executive Committee shall be remunerated as executive officers of the Corporation, and shall not receive a separate honoraria for their services on the Board.
6. The precise amount of the honorarium for a Director shall be determined in accordance with the Minimum Eligibility Criteria, Assessment Criteria, and Assessment Process set out below.
7. A Director or Officer is not permitted to hold any additional paid position with TMSU during their term in office, or receive additional remuneration of any kind, other than reimbursement of reasonable expenses in accordance with Financial Policy, the honorarium set out in By-law 4.13 (for Board Members) or the compensation and entitlements set out in By-law 6.4 (for Executive Members).

Minimum Eligibility Criteria:

8. To be eligible for any honorarium a Director must:
 - Attend, or send regrets if unable to attend, at least 75% of the Board of Directors meetings in a Session;
 - Sit on at least two (2) committees of the Board; and
 - Not have been subject to Discipline that removes their honorarium pursuant to By-law 13.

Assessment Criteria for Eligible Directors

9. Directors who are eligible to receive an honorarium will be allocated the maximum honorarium available if they meet the following criteria:
 - Reasonably prompt replies to communications regarding Board work;
 - Attendance at, and reasonable preparation for and participation in, a minimum of 85% of Board and Members' meetings, unless reasonable notice of a scheduling conflict is provided and attendance is excused by the Chair of the Board in advance;
 - Appointment to at least two (2) active (typically four (4) meetings per semester) committees of the Board;
 - Reliable attendance at, and reasonable preparation for and participation in, assigned committee meetings or substitute committee decision-making and deliberation forums (e.g. email); and
 - Not have been subject to Discipline that limits their honorarium pursuant to By-law 13.
10. For every Director that does not meet the criteria to automatically receive the maximum honorarium, the Executive Director shall make a recommendation to the Executive Committee for the appropriate amount of honorarium to be paid, up to and including the maximum honorarium amount, after assessing the Director against the following factors:
 - Responsivity to communications regarding Board work;
 - Attendance at, preparation for and participation in Board and Members' meetings;
 - Attendance at, preparation for and participation in committee meetings;
 - Other efforts on behalf of the Corporation in their capacity as a Director;
 - Whether the Director has been subject to discipline pursuant to By-law 13; and
 - Any extenuating personal circumstances that were communicated to the Executive Director and Chair of the Board at the appropriate time and limited a Director's ability to fulfill their Board responsibilities.

Assessment Process

11. The Executive Director will track and, where necessary, request the information needed to determine the appropriate honorarium.
12. The Executive Director will make a preliminary determination of whether or not a Director has met the Minimum Eligibility Criteria set out above, and if so, make a further preliminary recommendation regarding the appropriate amount of Honorarium with regard to sections 9 and 10.
13. The Executive Director shall inform a Director of their preliminary determination

regarding the Director's eligibility and appropriate Honorarium amount, along with the basis for that determination.

14. A Director who disagrees with the Executive Director's assessment shall be given an opportunity to respond, after which the Executive Director may reconsider their determination prior to sending a final recommendation to the Executive Committee.
15. The Executive Director will send final recommendations regarding Director eligibility and Honorarium amounts to the Executive Committee, along with any relevant responses from Directors.
16. Upon receipt of the Executive Director's recommendations, the Executive Committee shall either approve the recommendations as a whole, or request that one or more recommendations of the Executive Director be amended and provide written reasons to the Executive Director for such change in accordance with the Minimum Eligibility and Assessment Criteria.
17. The Director shall be informed of the final recommendation from the Executive Director, the outcome of the Executive Committee meeting and any further amendments.
18. There shall be no further appeal from the Executive Committee's decision.

Timing for Assessments and Honoraria Payments

19. Directors' honoraria shall be determined and paid according to the following schedule:

Service Rendered	Executive Director recommendation deadline	Executive Committee approval deadline	Payment deadline (absent any reconsideration requests)
May 1 to Aug 31	Sept 15	September 30	October 15
Sept 1 to Dec 30	Jan 15	January 31	February 15
Jan 1 to April 15	April 20	April 25	April 30

Audit

ADOPTED: November 23, 2017

AMENDED: N/A

Protocol

1. A financial audit must be conducted every year by an outside accounting firm to ensure that proper accounting procedures are being followed
2. The firm conducting the audit shall change after a maximum of 5 years.
3. The firm conducting the audit will be brought up at the AGM and shall be approved by the general membership.

Record Keeping

ADOPTED: November 23, 2017

AMENDED: N/A

Preamble

1. This policy outlines the procedure for financial record keeping within the TMSU. Protocol
2. For record keeping purposes, once the cheque has been authorized by the appropriate signing authorities, the TMSU will retain the documents listed below for a minimum of 3 years:
 - i. Completed cheque requisition form
 - ii. All associated receipts
3. For further record keeping purposes, the TMSU will keep:
 - i. Current year expenditures in the office for reference
 - ii. Expenditures going back 5 years. Must be filed to reference them if needed.

Financial Policy #12

Budgeting and Reporting

ADOPTED: November 23, 2017

AMENDED: November 17, 2025

Preamble

1. This policy breaks down the procedures regarding the creation of the annual budget. It also identifies the multiple roles played by various individuals within the TMSU.

Protocol

2. The Vice President of Operations and President will present the budget for every fiscal year no later than August 31st of their respective calendar year.
3. The initial Budget will be prepared after consultation with all the departments within the students' union, i.e. with the input of staff proposals.
4. The Budget shall include:
 - A line item for a reasonable, maximum discretionary spending account for all unbudgeted expenditures during the budget period, with the maximum amount of any one unbudgeted transaction not to exceed \$1,500;
 - A Capital Acquisitions Fund line item, which will have funds that are allocated for the purposes of future capital expenditures; and
 - An itemized list of all proposed capital expenditures and the proposed budget for each expenditure.
5. Then VP of Operations will propose his budget against the staff proposal to the President, General Manager and Financial Controller
6. Following the meeting in 13.4 the VP of Operations will present proposed budget to the Executive Committee
7. Following the meeting in 13.5 the VP of Operations will present proposed budget to the Finance Committee for approval.

8. Once Finance Committee approves the proposed budget, it must be circulated to the Board no less than 5 business days prior to the board meeting.
9. The Board must vote to approve the Budget. Any proposed capital expenditures over \$1,500 must be specifically approved by a two-thirds (2/3) majority. All other budget items must be approved by a simple majority.
10. Vice President of Operations along with the Financial Controller will provide updates on the state of finance at the Board Meetings in October and January.
11. The Financial Controller will provide monthly updates at the Executive committee meetings
12. The budget creation timeline should, when possible, follow the table below:

Table 1

Month	Parties Involved	Consultation/ Task
May	Staff	All staff proposals submitted by end of May
June	VP Operations	Creates budget proposals against staff proposals
June	VP Operations	Consultations with: <ul style="list-style-type: none"> • President, General Manager and Financial Controller • Staff • Executive Committee • Finance Committee
July	VP Operations and Board	Presents budget proposal as discussion item for July board meeting
August	VP Operations and Board	Presents budget for approval in August board meeting

Re-allocation of Funds

ADOPTED: November 23, 2017

AMENDED: November 17, 2025

Protocol

1. All amendments to the budget must be approved at the Executive Committee and the Board.
2. Any amendments to the budget involving new capital expenditures exceeding \$1,500 requires a two-thirds (2/3) majority vote of the Board.
3. Absent an emergency, spending in excess of the approved budget may not be authorized without the approval of the Finance Committee or the Board of Directors.
4. Unbudgeted expenditures may be made without prior approval in an emergency situation when the lack of immediate action would jeopardize operation or equipment, disrupt critical services to students or involve the health and safety of personnel if the expenditure is approved by the Executive Director and President or their designates. The Board must be made aware of all pertinent facts within one business day of the incident that required the emergency expenditure.

TMSU Campus Groups Funding

ADOPTED: August 2025

AMENDED: N/A

Please note that this policy does not come into force until January 1, 2026. Until this date, Groups should continue to use the policies contained in the prior Policy Handbook.

Definitions

Capitalized terms not otherwise defined in this policy have the meaning ascribed to such terms in *Operational Policy #4 – Campus Groups Policy*.

Base Funding: Discretionary funding that can be provided by TMSU for the purpose of TMSU Campus Group start-up and/or general operational costs.

Budget Account: A bank account that is overseen by TMSU and that contains funds assigned to each TMSU Campus Group. TMSU funds intended for use by the TMSU Campus Group will be stored in the Budget Account.

Event Funding: Discretionary funding that can be provided by TMSU for the purpose of assisting TMSU Campus Groups with the costs associated with hosting extracurricular events for TMU students.

External Revenue: Funds provided to a TMSU Campus Group by non-TMSU sources, including external funding or sponsorships collected by the TMSU Campus Group, as well as any revenue generated through Campus Group Activities.

Funding Year: The annual period starting on August 1st, and ending on July 31st of the next calendar year, and used to calculate maximum annual funding limits.

Non-Arm's Length Relationship: A relationship between a TMSU Campus Group and another party, where the other party has a personal relationship with the relevant TMSU Campus Group Executive, or their family or friends.

O-week Funding: Discretionary funding that can be provided by TMSU to Course Unions in order to help orient first year students at the beginning of the academic year.

Exceptional Circumstances Funding: Discretionary funding that can be provided by TMSU for the purpose of supporting TMSU Campus Group Activities or costs that are not eligible for Base Funding or Event Funding, or that are exceptional and unforeseeable expenses that arise during the course of an academic year and are otherwise ineligible for funding.

Trust Account: A bank account that is overseen by TMSU and that contains all External Revenue deposited by each TMSU Campus Group.

Scope of Policy

1. This policy applies to all independent funding applications from TMSU Campus Groups.
2. This policy does not apply to TMSU funding of events that are officially co-organized in collaboration with TMSU.

TMSU Campus Group Funding Eligibility

3. Only TMSU Campus Groups may apply for TMSU Campus Group funding.
4. TMSU Campus Groups are only eligible for TMSU funding for activities that fall within the designated Funding Categories outlined in this policy (see "Funding Categories and Maximum Eligibility" section below).
5. Only costs or expenses which have been specifically pre-approved through the funding application process outlined in this policy are eligible for direct payment to vendors or post-expense reimbursement. No cost or expense which was not preapproved shall be reimbursed by TMSU.
6. Under no circumstances can TMSU Campus Groups use TMSU funding for any of the following activities or expenses:
 - a) The purchase of alcohol or drugs of any kind;
 - b) Activities that are against the law in Ontario and/or Canada, including activities that are discriminatory as defined by the Ontario Human Rights Code;
 - c) Campus Group Activities that encourage gambling, substance use, or illegal activities of any kind;
 - d) Campus Group Activities where Campus Group Executives and/or individuals in a Non-Arm's-Length Relationship stand to have personal benefit, including but not limited to personal financial gain;
 - e) Campus Group Activities primarily targeted towards individuals outside of the TMU student community;
 - f) Capital expenses, including electronics and furniture;
 - g) Charitable donations;
 - h) Prizes (e.g. raffle prizes, giveaways) with a monetary value of over \$100 per prize;
 - i) Food or drinks for Campus Group Executive meetings;
 - j) Compensation, honoraria or gifts for TMSU Members, with the exception a maximum \$20 honorarium for Members who speak on a panel or at an event (i.e. are primary speakers at an advertised public event attended by 20 or more TMSU Members);

- k) Transport outside of the Greater Toronto Area, except where explicitly approved by the TMSU through successful completion of Event Funding or Exceptional Circumstances Funding application; and
 - l) Any other expenses which have been determined by the TMSU, and previously communicated to the TMSU Campus Group, to be inappropriate.
7. TMSU reserves the right to refuse any funding application, or reduce or rescind unspent funding allowances, at any time.

Funding Categories and Maximum Limits

Aggregate Annual Maximum Funding Limit

8. No TMSU Campus Group may be approved for more than **eight thousand dollars (\$8,000 CAD)** in cumulative funding from the TMSU in any given Funding Year. Funds that are pre-approved for expenditure in a future Funding Year will count towards the Funding Year in which the expenses are planned to be incurred.
9. A TMSU Campus Group may apply to receive funding under any of the below funding categories multiple times in a Funding Year; if they have exceeded their maximum funding allocation for the Funding Year as set out in this policy, the application will be rejected.

Base Funding: Purpose and Maximum Funding Limits

10. Base Funding is to be used for start-up and/or general operational costs of TMSU Campus Groups, including the cost of materials intended for continual and future ongoing use. Examples of expenses that are eligible for Base Funding include:
- Banners, posters, flyers, informational handouts, tablecloths;
 - Small promotional items intended for giveaway to all students such as lanyards, water bottles, pins, magnets, stationary, pens;
 - Website fees; and
 - First aid or other basic training needs for Campus Group Executives, with the goal of supporting appropriate and effective TMSU Campus Group running/management.
11. TMSU Campus Groups are not automatically entitled to Base Funding. The TMSU retains sole and exclusive discretion to grant a lesser amount than that which was requested by the TMSU Campus Group, or to refuse a TMSU Campus Group's Base Funding application outright.
12. TMSU Campus Groups shall not receive more than **six hundred dollars (\$600 CAD)** in Base Funding in a given Funding Year. Funds that are pre-approved for expenditure in a future Funding Year will count towards the Funding Year in which the expenses are planned to be incurred.

Event Funding: Purpose and Maximum Funding Limits

13. Event Funding is to be used towards the expenses associated with hosting extracurricular events for TMU students. Events may be academic, cultural, social, recreational and/or athletic in nature. Examples of expenses that are eligible for Event Funding include:
- Venue rental fees;
 - Decorations;
 - Food and non-alcoholic beverages;
 - Panelist/speaker stipends; and
 - Event-specific equipment rentals or materials.
14. TMSU Campus Groups are not automatically entitled to Event Funding. The TMSU retains sole and exclusive discretion to grant a lesser amount than that which was requested by the TMSU Campus Group, or to refuse a TMSU Campus Group's Event Funding application outright.
15. TMSU Campus Groups shall not receive more than **three thousand dollars (\$3,000 CAD)** in TMSU funding per event, and shall not receive more than **six thousand dollars (\$6,000 CAD)** in aggregate Event Funding in a given Funding Year. Funds that are pre-approved for expenditure in a future Funding Year will count towards the Funding Year in which the expenses are planned be incurred.
16. One Application Form must be submitted per event, and an event co-hosted by two or more TMSU Campus Groups cannot receive more than the \$3000 per event maximum funding.

O-week Funding: Purpose and Maximum Funding Limits

17. O-week Funding is available only to Course Unions, and is intended to help orient first year students enrolled in the relevant TMU program at the outset of the academic year (generally September or early October).
18. Course Unions may not receive more than \$1.50 per first year student enrolled in the corresponding TMU program. The maximum allowable funding for each Course Union shall be calculated based on the actual enrollment numbers for the relevant year, or where the enrollment numbers are not available, the average first year enrollment for the relevant program over the last two years.
19. All O-week Funding must be used within 30 days of receiving the funding approval; at the end of that period, any unspent funds must be returned to TMSU.

Exceptional Circumstances Funding: Purpose and Maximum Funding Limits

20. Exceptional Circumstances Funding may be used for:
- a) TMSU Campus Groups funding requests that do not fall into either the Base

- Funding or Event Funding categories; or
- b) Exceptional, unforeseeable expenses that arise part way through an academic year and cannot be approved within the Base Funding or Event Funding categories as the TMSU Campus Group has already reached its maximum funding limit in the relevant category.

Examples of expenses that may be eligible for Exceptional Circumstances Funding include:

- Urgent IT or legal support;
- Particular services or resources to facilitate accessibility and inclusion for TMU students; and
- Travel costs associated with TMSU Campus Group members' attendance at an unforeseen and unexpected event such as an out-of-town awards ceremony.

21. TMSU Campus Groups shall not receive more than **three thousand dollars (\$3,000 CAD)** in Exceptional Circumstances Funding per Funding Year. Funds that are pre-approved for expenditure in a future Funding Year will count towards the Funding Year in which the expenses are planned be incurred.

Funding Application & Adjudication Procedures

TMSU Funding Applications: General Procedure

22. To apply for TMSU funding pursuant to this policy, a TMSU Campus Group Funding Application Form must be properly completed and submitted to the Campus Groups Coordinator.
23. Every application for TMSU funding must include:
- a) Identification of the funding category under which the application is being made;
 - b) An itemized, detailed budget indicating the intended use of the funding;
 - c) Supporting documentation for anticipated costs, including quotes;
 - d) A detailed explanation of any anticipated revenue, including anticipated or secured funding sources or in-kind support provided by individuals or groups other than TMSU; and
 - e) The signatures of at least two (2) Signing Officers.
24. In addition to the above, every application for Event Funding must also include:
- a) The proposed event venue and address; and
 - b) Details regarding planned registration or ticketing requirements for event attendees, including any planned cost for event attendees, how tickets or registrations will be administered and, where applicable, the method(s) of payment available to event attendees. Please note that TMSU may, at its sole discretion, require a TMSU Campus Group to use a particular platform or service to manage event registrations, attendance, and ticket sales.

Funding Application Timelines

25. TMSU Campus Groups are responsible for submitting their funding applications within the required timelines and with sufficient lead time to allow for review.

26. All funding applications, with the exception of O-week Funding applications and Exceptional Circumstances applications, must be submitted between September and May. The following additional rules apply to specific categories of funding applications.

a) **Base Funding applications**

- i. Student Groups applying for TMSU Campus Group status and new Course Unions must submit any Base Funding application along with their initial status application.
- ii. Existing TMSU Campus Groups must submit any Base Funding application at the same time as their Renewal Application.

b) **O-week Funding applications**

- i. New Course Unions must submit any application for O-week Funding along with their initial status application.
- ii. Existing Course Unions must submit any O-week Funding applications either with their Renewal Application, or between August 1st and 15th.

c) **Event Funding and Exceptional Circumstances Funding applications**

- i. Applications for amounts **under** \$1000 should be submitted **at least three weeks** before the purchases need to be made.
- ii. Applications for amounts **over** \$1000 should be submitted **at least four weeks** before the purchases need to be made.
- iii. Although Exceptional Circumstances Funding applications can be submitted at any time throughout the year, applicants should be aware that applications may not be reviewed during the Summer Term.

27. The TMSU Student Groups Committee will consider funding applications on a rolling basis. Please note that response times may be delayed during exams and TMU-wide closure periods, and applications will not generally be reviewed during summer term.

Adjudication of Funding Applications

28. The Campus Groups Coordinator will refer properly completed applications to the Student Groups Committee with a recommendation to either reject, partially approve or fully approve the funding amount requested.

29. On review of a TMSU Campus Group's funding application, the Student Groups Committee may:

- a) Request further information from the TMSU Campus Group;
- b) Reject the funding request;
- c) Approve a part of the amount requested; or
- d) Approve the full amount of funding requested.

30. The Student Groups Committee may consider the following factors in determining whether to grant, partially grant, or reject a Campus Group's funding application:

- a) Whether the Campus Group Funding Application Form was fully, clearly and correctly completed;
- b) Whether the proposed use(s) for the requested funding meet the eligibility requirements, including but not limited to those listed in Sections 3-6 and 8-21 of this policy;
- c) Whether the Student Group has had its TMSU recognition revoked or is subject to probation due to a Code of Conduct violation under *Operational Policy #5 - Campus Groups Code of Conduct, Complaints, Investigations and Sanctions Policy*;
- d) Whether the TMSU Campus Group has received a warning or multiple warnings relating to a proven or potential Code violations under *Operational Policy #5 - Campus Groups Code of Conduct, Complaints, Investigations and Sanctions Policy* during the past calendar year;
- e) Whether the proposed use(s) for the requested funding are duplicative or similar to other Campus Group Activities which have already been approved for funding through the application of a different Campus Group;
- f) Whether the Campus Group has a consistent history of financial responsibility, record-keeping, and operational efficiency when managing funds provided by TMSU;
- g) Whether the Campus Group has a large membership in proportion to other Campus Group funding applicants and impacts a large percentage of the TMU student community;
- h) Whether the requested funding will support Campus Group Activities which serve the needs or interests of a marginalized student community; and
- i) Whether the requested funding will be used for Campus Group Activities organized jointly by multiple Campus Groups.

31. Campus Groups will be notified of the Student Group Committee's funding decisions via email.

Issuance of TMSU Campus Group Funding

32. After funding has been approved and the TMSU Campus Group has incurred its approved expense(s) or received a final invoice from the vendor, a Campus Group Executive with signing authority must complete the TMSU Cheque Requisition Form.
33. On the TMSU Cheque Requisition Form TMSU Campus Groups may request either direct payment or reimbursement of preauthorized expenses. Specifically:
 - a) If a TMSU Campus Group is requesting that TMSU pay a vendor directly on behalf of the TMSU Campus Group, they must indicate this in the TMSU Cheque Requisition Form and provide a detailed itemized invoice to support the direct payment request.
 - b) Where expenses have already been incurred, the TMSU Cheque Requisition Form must be submitted to the Campus Groups Coordinator via email within 30 days of the relevant purchase. If the required documentation is not received by this deadline, reimbursement will not be provided absent exceptional circumstances. All reimbursement requests must be accompanied by legible itemized original receipts showing purchase details. Photocopies, credit card receipts, and ATM slips will not be accepted as proof of purchase.
34. The Campus Groups Coordinator will review the TMSU Cheque Requisition Form to ensure it is properly completed and submitted in accordance with this policy. The Campus Groups Coordinator may request further documentation from the TMSU Campus Group as necessary.
35. The Campus Groups Coordinator will refer properly completed Cheque Requisition Forms to the Financial Controller with a recommendation regarding the appropriate amount of funds to be reimbursed to the Campus Group or paid directly to the vendor.
36. Once the Cheque Requisition Form has been fully approved as required by all TMSU policies, a cheque for the approved funding amount will be made available for pickup. No cash, e-transfer, wire transfer, bank draft or other form of payment will be used.
37. Under no circumstances shall a TMSU Campus Group provide the TMSU Cost Centre number directly to a TMU vendor; all direct payments, including those that are processed through the TMSU Cost Centre, must be pre-approved by submitting a TMSU Cheque Requisition Form.

Financial Records, Revenue Reporting and Carryover of Surplus

38. All TMSU Campus Groups must maintain up-to-date, complete and accurate records of all revenue and spending, and must provide these records to TMSU in a timely manner upon request.
39. TMSU Campus Groups may, at the discretion of TMSU, be required to use a specific technology or platform to manage event registrations, attendance and ticket sales.

Funds received from TMSU

40. All funds provided by the TMSU to a TMSU Campus Group shall be held in the TMSU Campus Group's Budget Account.
41. Any unused O-week Funding shall revert back to the TMSU within 30 days of the initial funding approval.
42. Any other unused funds remaining in a TMSU Campus Group's Budget Account at the end of Funding Year shall revert back to the TMSU and will not be carried over to the following year.
43. If a TMSU Campus Group does not have its TMSU status renewed, any funds remaining in the Budget Account shall revert back to the TMSU.

External Revenue

44. All External Revenue must be held in the TMSU Campus Group's Trust Account.
45. All External Revenue must be reported to the Campus Groups Coordinator via email within 72 hours of receipt of the external funding or revenue by emailing the Revenue Deposit Form.
46. All revenue generated by a TMSU Campus Group through online ticket sales or registration platforms must be directly deposited into the Trust Account.
47. Any External Revenue that was not deposited directly into the Trust Account must be deposited within 72 hours of receiving the funds.
48. If it is discovered that any TMSU Campus Group Activities realized a profit which was not submitted to the Campus Groups Coordinator for deposit along with the Revenue Deposit Form within one (1) week of realization, all funds remaining in the Campus Group's Trust Account and Budget Account may be frozen for a time period to be determined by the Student Groups Committee.
49. If it is discovered that a TMSU Campus Group is holding a separate bank account (i.e. any bank account other than the Trust Account), all assets will be immediately frozen until such time that the separate account balance is transferred to the Trust Account and the separate account is closed.
50. Any unused funds remaining in a TMSU Campus Group's Trust Account at the end of the Funding Year (a "**Surplus**") shall carry over for use by the TMSU Campus Group in the following year; provided, that:
 - a) a TMSU Campus Group's Base Funding for the following Funding Year shall be reduced by the amount of the Surplus;
 - b) to the extent the Surplus exceeds the Campus Group's Base Funding for the

Funding Year (the "**Excess Surplus Amount**"), the Student Groups Committee shall reduce the amount any application for additional funding by the Excess Surplus Amount.

51. If a TMSU Campus Group fails to renew its TMSU status or has had its TMSU status revoked and is not re-approved for TMSU status for a period of two (2) academic years, and the proposed TMSU Campus Group continues to hold a balance of funds in its Trust Account, the full balance will be forfeited and reallocated at the sole and exclusive discretion of the TMSU.
52. Recommendations regarding the appropriate reallocation of forfeited Trust Account funds will be made by the Student Groups Committee, and approved by the Board. Possible recipients of the reallocated funds include but are not limited to:
 - a) For TMSU Student Groups,
 - i. A charity or non-profit organization that aligns with the defunct TMSU Student Group's mandate as set out in the defunct TMSU Student Group's cover letter; or
 - ii. Another existing or newly approved TMSU Student Group with a similar mandate as the defunct TMSU Student Group; or
 - b) For Course Unions,
 - i. The Student Society for the Faculty to which the defunct Course Union's program belongs ; or
 - ii. A newly approved Course Union designated for the same or a similar program as the defunct Course Union was designated.

Emergency Grant Policy

ADOPTED: November 24, 2025

AMENDED: N/A

Preamble

1. This policy references the maximum amount an Emergency Grant recipient can receive, and breaks down the timelines applicable to the allocation of funds.

Protocol

2. Emergency grants are only available to current TMSU Members.
3. Members seeking an Emergency Grant must send a formal application in to the Student Grants Committee.
4. Applications for Emergency Grants must be reviewed by the Student Grants Committee, with approval meetings typically occurring at least twice per month, or more often as required in light of student and operational needs. Applicants should be aware that applications submitted prior to some months (e.g. December, May) may take more time to receive approval due to operational constraints.
5. Subject to section 6, the Student Grants Committee shall forward their recommendations to the Board for ratification. Recommendations shall be tabled with the Board with personally identifying information removed, and during an *in camera* session.
6. The Board shall vote to ratify the recommendations of the Student Grants Committee, after which funds may be disbursed.
7. If the application is urgent the Student Grants Committee may authorize the Emergency Grant without Board ratification, provided that the information regarding the Application and urgent approval is reported to the Board along with an explanation of the urgent circumstances at the next regularly scheduled Board meeting.
8. No individual shall receive more than \$1000 per person per academic year (beginning of September to end of August).
9. Payments shall be issued after the submission of the relevant Cheque Requisition with supporting approvals as required.

Financial Policy Glossary

ADOPTED: November 23, 2017

AMENDED: N/A

1. Budget: Is an estimate of income and expense for a set period. TMSU set period is May 1 to April 30
2. Budget Line Item: The Account number in budget which expense would be charged
3. Contract: Is an agreement with specific terms between two or more parties in promising to do something in return for valuable benefit known as consideration Contracts are legal binding document and if any one party does not comply with the agreement can be held liable by the court of law
4. GST/HST Number: All Registrants with Canada Revenue Agency will have this number
5. Itemized Receipt: A proof of purchase, which will have business name, date, items purchased, price of each item, total amount of the bill and method of payment
6. Vendor: Person or company offering something for sale
7. Non-Arm's length: Is a transaction between two parties where one party may have a personal relationship with a staff or executive member or their family or friends
8. Payee: Individual or entity that will receive payment
9. Petty Cash: Any expense reimbursed through the Petty Cash Float held with finance in the form of cash
10. Sponsorship Request: Is a donation request to a group or a person
11. Volunteer: Is a member of a Students' Union who is not paid a salary or an honorarium for the service rendered.

**TMSU****TORONTO METROPOLITAN
STUDENTS' UNION**

Annex 1: Cheque Requisition Form (General)

CHEQUE REQUISITION FORM		Cheque Number: <div></div>	 RSU Ryerson Students' Union
Payable To: (please print legibly)		Vendor #:	Date of Requisition:
Invoice #/Reference:	Account #:	Description	Amount:
Total HST of all the invoices:			
TOTAL AMOUNT REQUESTED:			<div></div>
Name of Requisitioner (please print legibly)		Signature of Requisitioner	
Supervisor Approval			
Internal Use Only:		Special Instructions:	
General Manager	Vendor #:	<input type="checkbox"/> Mail <input type="checkbox"/> For pickup <input type="checkbox"/> Personal mailbox	
Financial Controller	Invoice #:	Address:	
V.P. Operations	Batch/Entry:	Notes:	
President	Date Processed:		
Received By (please print legibly)		Signature	Date
Note: If this cheque is being reissued, a stop payment fee will apply.			

Annex 3: Cheque Requisition Form (Health and Dental)

CHEQUE REQUISITION FORM Health and Dental Plan		Cheque Number: 	 RSU <small>Ryerson Students' Union</small>
Payable To: (please print legibly)		Vendor #:	Date of Requisition:
Invoice #/Reference:	Account #:	Description	Amount:
Total HST of all the invoices:			
TOTAL AMOUNT REQUESTED:			

Name of Requisitioner (please print legibly)	Signature of Requisitioner	Supervisor Approval
Internal Use Only:		Special Instructions:
General Manager	Vendor #:	<input type="checkbox"/> Mail <input type="checkbox"/> For pickup <input type="checkbox"/> Personal mailbox Address: _____ Notes: _____
Financial Controller	Invoice #:	
V.P. Operations	Batch/Entry:	
President	Date Processed:	

Received By (please print legibly)	Signature	Date
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Note: If this cheque is being reissued, a stop payment fee will apply.

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Annex 4: Graduate Course Unions, Course Unions and Student Groups (Budget)

CHEQUE REQUISITION FORM GCUs, Course Unions & Student Groups	 Ryerson Students' Union
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Cheque Number:

Payable To: (please print legibly)	Budget
Email:	Date of Requisition:
Address:	Type of Activity: (eg. social, career, advertising)
Name of Group:	Telephone #:

Vendor Name	Description (Event & Date)	Amount:	Account: (Office Use Only)
TOTAL AMOUNT REQUESTED:		<input type="text"/>	<input type="text"/>

NOTE: THIS FORM REQUIRES TWO (2) SIGNATURES FROM THE GROUP. I understand that all invoices and receipts covering this cheque are to be given to RSU and I guarantee that this matter has been approved by the executive I represented.

Signing Officer #1
Print NameSigning Officer #1
SignatureSigning Officer #2
Print NameSigning Officer #2
SignatureCampus Groups Coordinator (Signature)
Requisitioner

Office Use Only:				
General Manager	Financial Controller	VP Operations	President	
Received By (print)	Signature	Date:	Batch/Entry:	Date Processed:

Note: If this cheque is being reissued, a stop payment fee will apply.

Annex 5: Graduate Course Unions, Course Unions and Student Groups (Trust)

CHEQUE REQUISITION FORM GCUs, Course Unions & Student Groups	 RSU Ryerson Students' Union
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Cheque Number:

Payable To: (please print legibly)

Trust Account

Email:

Date of Requisition:

Address:

Type of Activity: (eg. social, career, advertising)

Name of Group:

Telephone #:

Vendor Name	Description (Event & Date)	Amount:	Account: (Office Use Only)
TOTAL AMOUNT REQUESTED:		<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

NOTE: THIS FORM REQUIRES TWO (2) SIGNATURES FROM THE GROUP. I understand that all invoices and receipts covering this cheque are to be given to RSU and I guarantee that this matter has been approved by the executive I represented.

 Signing Officer #1
Print Name

 Signing Officer #1
Signature

 Signing Officer #2
Print Name

 Signing Officer #2
Signature

 Campus Groups Coordinator (Signature)
Requisitioner

Office Use Only:

General Manager

Financial Controller

VP Operations

President

Received By (print)

Signature

Date:

Batch/Entry:

Date Processed:

Note: If this cheque is being reissued, a stop payment fee will apply.

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STUDENTS' UNION**

Annex 6: Credit Card Expense Form

CREDIT CARD EXPENSE FORM	 RSU Ryerson Students' Union
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Be sure to attach the credit card receipt and fill out the form in full.

Event Name:	
Name on Credit Card:	Submission Date:

Transaction Date:	Vendor Name:	Account #:	Description	Amount:
Total HST:				
TOTAL AMOUNT REQUESTED:				

Name of Requisitioner (please print legibly)	Signature of Requisitioner	Supervisor Approval
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Internal Use Only:	
General Manager:	Vendor #:
Financial Controller:	Invoice #:
V.P. Operations:	Batch:
President:	Date Processed:

**TMSU**TORONTO METROPOLITAN
STUDENTS' UNION

Annex 7: Petty Cash Request Form

PETTY CASH REQUEST FORM	 RSU Ryerson Students' Union
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Requested By:	Date:
Authorized By:	

Description	Amount:
TOTAL AMOUNT:	

Received By:		
	Print Name	Signature

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Annex 8: Petty Cash Expense Settlement Form

PETTY CASH EXPENSE SETTLEMENT FORM				 RSU Ryerson Students' Union
Name: _____				
Date of Settlement: _____				
Transaction Date	Vendor	A/c Code	Expense Details	Amount:
TOTAL:				<input type="text"/>

Amount Received	
Amount Spent	
Amount Settled	

Approved By:
(Supervisor)

Print Name _____

Signature _____

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STUDENTS' UNION**

Annex 9: CAPEX Approval Form

CAPEX APPROVAL FORM

Clear Form



Ryerson Students' Union

Required to fill out if the asset is over \$1,000

3 quotations for the asset to be purchased are required

CAPEX No.
(please get from Finance)

Department:	<input type="checkbox"/> CopyRITE	<input type="checkbox"/> MSO	<input type="checkbox"/> ESC	<input type="checkbox"/> ADMIN	<input type="checkbox"/> EVENTS	Date:	<input type="text"/>
Category:	<input type="checkbox"/> Equipment A/C 1600	<input type="checkbox"/> Leasehold A/C 1610	<input type="checkbox"/> Computer Software A/C 1620	<input type="checkbox"/> Student Centre A/C 1630			

Please fill out the information below prior to seeking approval:

Available Budget:	<input type="text"/>
Estimated Cost:	<input type="text"/>
Balance Available:	<input type="text"/>

Details of the Asset Required for Purchase:	Quotation Price:
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
TOTAL:	\$ 0.00

Requested By:

Requisitioner Name (please print)

Signature

Approved By:

General Manager (please print)

Signature

Approved By:

President / VP Operations (please print)

Signature

Finance Approval:

Financial Controller (please print)

Signature

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STUDENTS' UNION**

Annex 10: Invoice Requisition Form

INVOICE REQUISITION FORM



Date of Requisition:	Date Processed:	Please attach a customer details document.
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Customer Name	Description / Reference	Amount:
Address:		
Revenue Acct. #		
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
Address:		
Revenue Acct. #		
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
Address:		
Revenue Acct. #		
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
Address:		
Revenue Acct. #		
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
Address:		
Revenue Acct. #		
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #
Address:		
Revenue Acct. #		
HST Applicable <input type="checkbox"/> Yes <input type="checkbox"/> No	Customer #	Invoice #
		Batch #

REQUISITIONER:

(Print Name)

Signature

Special Instructions:☐ For pickup ☐ Email ☐ Mail

Annex 11: Credit Card Authorization Form

CREDIT CARD AUTHORIZATION FORM		 <small>Ryerson Students' Union</small>
Date (DD/MM/YYYY): 	Office Use Only: Customer #: Processed Date:	
I, On behalf of <div style="display: flex; justify-content: space-between; width: 100%;"> Print Name Company Name (if applicable) </div>		
CHECK ONLY ONE:		
<input type="checkbox"/> As the Individual cardholder, I hereby authorize this card to be used for the deposit or invoices that required payment.		
<input type="checkbox"/> As the company representative, I hereby authorize this card to be used for the deposit required.		
CREDIT CARD INFORMATION		
Name as it appears on the card (Capital Letters Only): 		
Type of Card: <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard	Credit Card Number: - - - 	
Expiration Date(MM/YY): /	Security Code CCV (3 digits) back of Visa OR Master Card 	Amount in CDN:
CREDIT CARD BILLING ADDRESS		
Street: 		
City: 	Province / State: 	Postal Code:
Telephone Number: 		
INVOICE DETAILS		
Invoice #:	Amount:	
TOTAL		
Email address to send receipt: 		
Cardholder's Signature: 		
<div style="display: flex; align-items: center;">  <div> SCC311, Student Centre, 55 Gould Street, Toronto, ON M5B 1E9 <small>[tel] 416.979.5255 • [fax] 416.979.5260 • info@rsuonline.ca • www.rsuonline.ca</small> </div> </div>		

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STUDENTS' UNION**

Annex 12: Cheque/ Cash Deposit Voucher

CHEQUE / CASH DEPOSIT VOUCHER



Project Reference (ie. Fundraiser)	Deposit Date:
Deposit Prepared By:	

Account #	Description	Bank	Cheque #	Amount:

TOTAL DEPOSIT:

	100's	x	=
	50's	x	=
	20's	x	=
	10's	x	=
	5's	x	=
Coin	2's	x	=
	1's	x	=
	25¢'s	x	=
	10¢'s	x	=
	5¢'s	x	=
	Rolled Coin		=

Signature of Depositor

Signature of Finance Coordinator / Financial Controller

TOTAL CASH: _____**TOTAL CHEQUE:** _____**DEPOSIT TOTAL:** _____