

# **TMSU**

# **CAMPUS GROUPS**

## Manual 2026-2027



**TMSU**

[yourtmsu.ca/groups](https://yourtmsu.ca/groups)



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## Create a TMSU Student Group

### What is a TMSU Student Group?

A TMSU Student Group is a student group which has been approved by TMSU through the process outlined in the [Campus Groups Policy](#). TMSU Student Groups are composed of TMU students, are active on TMU campus, and range in purpose and mission, but all generally aim to build a community around a shared interest, culture, or activity.

### How is a TMSU Student Group related to TMSU?

TMSU Student Groups are independent from TMSU.

They are not part of TMSU, cannot speak on behalf of TMSU, and are directly governed by their own constitutions. They do, however, need to abide by TMSU policies, including the Campus Groups Code of Conduct, Complaints, Investigations, and Sanctions Policy. Groups that do not abide by this and other related policies may lose their recognition as a TMSU Campus Group.

You can find a list of TMSU Student Groups on [the TMSU website](#).

### Before you apply

There are a number of things to consider before applying to have a group recognized as a TMSU Student Group.

- **Is there already a similar/existing group on campus? What makes your group unique?**

The TMU campus has more than 90 TMSU Student Groups. Try looking on [yourtmsu.ca/groups/student-groups](http://yourtmsu.ca/groups/student-groups) first to see if there is already a similar group. If there is it doesn't mean your new group won't be recognized – but that is something that TMSU considers when considering new group applications.

- **Are you able to invest your time in this initiative?**



Starting a group is a fun process, but can take up a lot of time! Beyond the application stage, you'll need to do a lot of administrative work and coordination between team members. Beyond planning meetings and events, you'll want to focus on development and growth as a group. Before you get started, be sure to think about your capacity to dedicate time to this initiative.

- **Do you have a plan for building up your group and creating a community on campus?**

Think about your execution plan and your goals. Consider exactly how you're going to achieve these goals with specific steps in mind. This information is helpful to include in your constitution and will provide clarity moving forward.

## **How do I create a TMSU Student Group?**

Below is a summary of the 5 steps to apply to become a TMSU Student Group. The full policy governing the recognition of TMSU Student Groups can be found [here](#).

### **1. Understand TMSU policies**

Leaders of TMSU Student Groups need to have read and understood TMSU's policies. The ones that are most directly relevant to TMSU Student Groups are the TMSU Campus Groups Policy; Campus Groups Funding Policy; and Campus Groups Code of Conduct, Complaints, Investigations, and Sanctions Policy. These policies can be found on the [TMSU website](#).

### **2. Apply during the designated Application Period**

You can apply to have a new student group recognized during two periods of the year: September 10th to October 5<sup>th</sup>, and April 10th to May 5<sup>th</sup>.

### **3. Send your application via email to the Campus Groups Coordinator**





There are a number of parts to the application that you will need to send to TMSU's Campus Groups Coordinator.

A complete application must include:

- a. A completed [Members Sign-Up Sheet](#), filled out by at least 20 TMSU eligible Members.
  - i. *Note that currently serving TMSU Executives or Board Members are not eligible to sign.*
- b. A cover letter outlining:
  - i. The proposed Student Group's mission and vision;
  - ii. How the proposed Student Group will add value to the TMU community;
  - iii. How the proposed Student Group is unique and different from existing TMSU Campus Groups;
  - iv. A list of at least 5 events which the proposed Student Group intends to organize in the coming year, along with a brief description of each event's purpose.
- c. A draft TMSU Student Group Constitution. Applicants must use the [constitution template](#), available on the TMSU's website.
- d. A completed [Signing Officer Registration Form](#), identifying the three Signing Officers for the proposed Student Group.
  - i. *Note that only the proposed Student Group Executives may be Signing Officers.*
- e. A completed [Declaration of Affiliation Form](#), signed by all proposed Signing Officers.

#### **4. OPTIONAL: Complete and submit a Base Funding Application**

TMSU Student Groups can apply for base funding to help them with the basic costs of operating a student group.



If your group would like base funding from TMSU, you will need to also submit a Base Funding application along with your application package. If you do not submit a base funding application at this time, you will need to wait until the next Application Period in order to ask for this funding.

There are important details on how to apply for Base Funding, and the types of things that can be funded, in TMSU policies and the funding portion of this handbook. Make sure to read those documents carefully so that you submit a complete application.

Remember – base funding is not automatically provided to all TMSU Student Groups. You need to apply – and the decision about whether a group is funded, and how much funding they receive, is at TMSU's discretion.

## **5. Submit your application!**

You should submit your entire, complete application to the Campus Groups Coordinator. Incomplete applications will not be considered.

Once your application has been reviewed by TMSU's Student Groups Committee you will receive a response by email.

Please be patient during peak times of the academic year. Applications will be processed as quickly as possible, with renewing groups receiving priority during the beginning of the term.

TMSU retains sole and absolute discretion in deciding whether to designate any proposed student group as a TMSU Student Group. If your proposal for group recognition is not accepted in this round, you can reapply again in one year.

If your group is approved as a recognized TMSU Student Group the status will last for one year. It will not renew automatically – you will need to submit a renewal application in just under a year in order to keep your group's status.





## Renew a TMSU Student Group

### How long do TMSU Student Groups have status for?

TMSU Student Groups have TMSU status for a maximum of **one year** only, starting on the day the Student Group is given TMSU status.

### How do I renew a TMSU Student Group?

TMSU Student Groups may submit a renewal application in accordance with the criteria listed in the [Campus Groups Policy](#).

Generally, TMSU Student Groups must submit their renewal application during the designated Application Period and before the expiration of their one-year TMSU status.

A full description of the renewal process is available in TMSU's Policies.

Below is a summary of the 5 steps to renewing a TMSU Student Group.

#### **1. Submit your application for status renewal during the correct time periods**

You can apply to have your TMSU Student Group status renewed during two periods of the year: September 10th to October 5<sup>th</sup>, and April 10th to May 5th. Generally renewal applications sent outside of these time frames will not be accepted – although you can always submit another application for recognition during the next application period.

#### **2. Gather and submit the following documents via email to the Campus Groups Coordinator:**

- a. An updated [TMSU Campus Group Membership List](#) that is filled out by at least 20 TMSU Members.
  - i. *Note that currently serving TMSU Executives or Board Members are not eligible to sign.*



- b. A TMSU Student Group Constitution. Renewal applicants must use the [constitution template](#), available on the TMSU's website.
- c. An updated [Signing Officer Registration Form](#).
- d. An updated [Declaration of Affiliation Form](#), completed by a Signing Officer. 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.

### **3. OPTIONAL: Complete and submit a Base Funding Application**

Existing TMSU Student Groups that are renewing their TMSU Campus Group Status and want Base Funding from the TMSU must submit any Base Funding application at the same time as their Renewal Application.

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.

### **4. Submit your renewal application and have patience!**

Executives are asked to be patient during peak times of the academic year. Applications will be processed as quickly as possible, with renewing groups receiving priority during the beginning of the term. TMSU retains sole and absolute discretion to approve or deny renewal requests.

### **What happens if my TMSU Student Group fails to fulfill the renewal requirements by the end of the Application Period?**

Absent exceptional circumstances, if a TMSU Student Group fails to renew their TMSU Student Group status by the end of the Application Period, the group will lose TMSU recognition.

You can always submit a **new application** for recognition as a TMSU Student Group during the next application period.





## Course Unions

### What is a Course Union?

Course Unions represent all students enrolled in a particular TMU academic program. You can find a full list of existing TMU academic programs on [TMU's website](#). Each academic program has one Course Union.

### How do I become a member of a Course Union?

Every TMU student is automatically a member of their program's Course Union.

### What is the organizational structure of a Course Union?

Every Course Union has elected Course Union Executives and a constitution.



## Create a New Course Union

### My TMU program doesn't have an existing Course Union – how do I create one?

It would be very unusual for a TMU program to not have an existing Course Union. You can find a full list of TMU programs on [TMU's website](#) – and look for your corresponding Course Union on TMSU's website.

If there is no Course Union listed for your TMU program, you can contact the Campus Groups Coordinator to request the formation of a new Course Union.

The Campus Groups Coordinator and/or the Student Groups Committee will give you information about how to conduct an inaugural election for your program's Course Union Executives.

### What are the steps involved in creating a new Course Union?

Within **two 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:

1. **A Course Union Constitution.** Course Unions must use the [constitution template](#), available on TMSU's website.
2. **A completed [Signing Officer Registration Form](#).** identifying the three current Signing Officers for the Course Union. Only TMSU the Course Union Executives may be Signing Officers.
3. **A completed [Declaration of Affiliation Form](#).** The completed Form must be signed by all Signing Officers for the Course Union.
4. **OPTIONAL:** New Course Unions that are applying for TMSU Campus Group Status and want Base Funding from the TMSU must submit any **Base Funding application** along with their initial status application.





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.

5. **OPTIONAL:** New Course Unions that are applying for TMSU Campus Group Status and want O-Week Funding from the TMSU must submit any **O-Week Funding application** along with their initial status application.



## Renew a Course Union

### How long do Course Unions have TMSU status for?

Course Unions have TMSU status for one year, starting on the day the Course Union is given TMSU status.

### How do I renew a Course Union?

Course Unions can submit a renewal application in accordance with the criteria listed in the [Campus Groups Policy](#).

Course Unions must submit their renewal application during the designated Application Period and before the expiration of their one-year TMSU status.

Absent exceptional circumstances, renewal applications submitted outside of the designated Application Period or after the expiration of the Course Union's one-year TMSU status will not be accepted.

Below is a summary of the 4 steps to renewing a TMSU Course Union.

#### **1. Submit your application for status renewal during the correct time periods**

You can apply to have your Course Union status renewed during two periods of the year: September 10th to October 5<sup>th</sup>, and April 10th to May 5<sup>th</sup>. Generally renewal applications sent outside of these time frames will not be accepted – although you can always submit another application for recognition during the next application period.

#### **2. Gather and submit the following documents via email to the Campus Groups Coordinator:**

- a. A Course Union Constitution. Course Unions must use the [constitution template](#), available on TMSU's website.
- b. An updated [Signing Officer Registration Form](#).





- c. An updated [Declaration of Affiliation Form](#), completed by a Signing Officer.

### **3. OPTIONAL: Complete and submit a Base Funding Application**

Existing Course Unions that are renewing their TMSU Campus Group Status and want Base Funding from the TMSU must submit any Base Funding application at the same time as their Renewal Application.

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.

### **4. OPTIONAL: Complete and submit an O-Week Funding Application**

Existing Course Unions that are renewing their TMSU Campus Group Status and want O-Week Funding from the TMSU must submit any O-Week Funding application at the same time as their Renewal Application or between August 1<sup>st</sup> and 15<sup>th</sup>.

### **5. Submit your renewal application and have patience!**

Executives are asked to be patient during peak times of the academic year. Applications will be processed as quickly as possible, with renewing groups receiving priority during the beginning of the term.



## Apply for TMSU Campus Group Funding

### Who is eligible for TMSU Campus Group funding?

Only TMSU Campus Groups (TMSU Student Groups and Course Unions) may apply for TMSU Campus Group funding. Student Groups or Course Unions that do not have TMSU Campus Group Status are not eligible for TMSU Campus Group funding.

### How does TMSU Campus Group Funding work?

TMSU has created four designated Funding Categories (outlined below) that TMSU Campus Groups can apply for. Only activities that fall within the Funding Categories are eligible for TMSU funding.

All Campus Group expenditures must be pre-approved in order to be eligible for funding – you have to submit your application first, have the funding approved, and then spend the money. You can get reimbursed by submitting the required paperwork and proof of expenses. In some circumstances you can also request that TMSU pay a vendor directly from your Campus Group account.

TMSU Campus Groups can be approved for up to **\$8,000 per year**. There are also specific funding limits applicable to each funding category.

### What are the different funding categories?

There are four funding categories available for TMSU Campus Groups:

1. Base Funding
2. Event Funding
3. Exceptional Circumstances Funding
4. O-week Funding (**only available to Course Unions**)

More details on each of the categories, and how to apply, are below.



**What activities or expenses are NOT eligible for TMSU funding?**

- The purchase of alcohol or drugs of any kind;
- Activities that are against the law in Ontario and/or Canada, including activities that are discriminatory as defined by the Ontario Human Rights Code;
- Campus Group Activities that encourage gambling, substance use, or illegal activities of any kind;
- Campus Group Activities where Executives and/or individuals in a Non-Arm's-Length Relationship stand to have personal benefit, including but not limited to personal financial gain;
- Campus Group Activities primarily targeted towards individuals outside of the TMU student community;
- Capital expenses, including electronics and furniture;
- Charitable donations;
- Prizes (e.g. raffle prizes, giveaways) with a monetary value of over \$100 per prize;
- Food or drinks for Campus Group Executive meetings;
- 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);
- Transport outside of the Greater Toronto Area, except where explicitly approved by the TMSU through successfully completion of Event Funding or Exceptional Circumstances Funding application; and
- Any other expenses which have been determined by the TMSU, and previously communicated to the TMSU Campus Group, to be inappropriate.





## I. Base Funding

### What is Base Funding?

Base Funding is to be used for start-up and/or general operational costs of TMSU Campus Groups.

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.

### How much Base Funding can a TMSU Campus Group receive in a given Funding Year?

TMSU Campus Groups can be approved for up to **\$600 per year**.

### Are TMSU Campus Groups automatically entitled to Base Funding?

No. All groups need to submit an application, and the decision about whether to fund a group – and the amount of funding to provide – is at the sole discretion of TMSU.

### How do I apply for Base Funding?

To apply for TMSU Base Funding, you must properly complete and submit a TMSU Campus Group Base Funding Application to the Campus Group Coordinator via email.

### Is there a specific timeline for submitting a Base Funding application?



Student Groups and new Course Unions applying for TMSU Campus Group Status must submit any Base Funding application along with their initial status application.

Existing TMSU Campus Groups must submit any Base Funding application at the same time as their Renewal Application.

## II. Event Funding

### What is Event Funding?

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.

### How much Event Funding can a TMSU Campus Group receive per year?

TMSU Campus Groups can receive up to **\$6,000** in Event Funding each year.

### How much Event Funding can a TMSU Campus Group receive per event?

A TMSU Campus Group can receive a maximum of **\$3,000 per event**.

Although groups can co-host events, this will not increase the amount of funding that the event is eligible for.

### Are TMSU Campus Groups automatically entitled to Event Funding?



No. You need to apply – and all funding decisions are at the sole discretion of TMSU.

### **How do I apply for Event Funding?**

To apply for TMSU Event Funding, you must properly complete and submit a TMSU Campus Group Event Funding Application to the Campus Group Coordinator via email. One Application Form must be submitted per event.

### **Is there a specific timeline for submitting an Event Funding application?**

Event Funding applications must be submitted between September and May.

Applications for amounts **under \$1,000** should be submitted **at least three weeks** before the purchases need to be made.

Applications for amounts **over \$1,000** should be submitted **at least four weeks** before the purchases need to be made.

## **III. O-Week Funding**

### **What is O-Week Funding?**

O-week Funding is available only to **Course Unions** and is intended to help orient first year students enrolled in their TMU program at the beginning of the academic year (generally September or early October).

### **How much O-Week Funding can a Course Union receive?**

The maximum O-week Funding a Course Union can receive is **\$1.50 per first year student** enrolled in the corresponding TMU program.

TMSU will calculate the maximum allowable O-week Funding for each Course Union based on the actual first year enrollment numbers for the relevant year,



or where the enrollment numbers are not available, TMSU will use the average first year enrollment for the relevant program over the last two years.

### **Are there any specific rules associated with O-Week Funding?**

Yes. 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.

### **How do I apply for O-Week Funding?**

To apply for TMSU O-Week Funding, you must properly complete and submit a TMSU Course Union O-Week Funding Application to the Campus Group Coordinator via email.

### **Is there a specific timeline for submitting an O-Week Funding application?**

New Course Unions must apply for O-week Funding along with their initial status application.

Existing Course Unions must apply for O-week Funding either with their Renewal Application, or between August 1st and 15th.

## **IV. Exceptional Circumstances Funding**

### **What is Exceptional Circumstances Funding?**

Exceptional Circumstances Funding may be used for:

- a) 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 (eg. an out-of-town awards ceremony).

### **How much Exceptional Circumstances Funding can a TMSU Campus Group receive in a given Funding Year?**

TMSU Campus Groups can receive up to **\$3,000** in Exceptional Circumstances Funding per year.

### **How do I apply for Exceptional Circumstances Funding?**

To apply for TMSU Exceptional Circumstances Funding, you must properly complete and submit a TMSU Campus Group Exceptional Circumstances Funding Application to the Campus Group Coordinator via email.

### **Is there a specific timeline for submitting an Exceptional Circumstances Funding application?**

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 .

Applications for amounts **under \$1,000** should be submitted **at least three weeks** before the purchases need to be made.



Applications for amounts **over \$1,000** should be submitted **at least four weeks** before the purchases need to be made.



## Issuance of TMSU Campus Group Funding

### How do I know if my funding application has been approved?

TMSU Student Groups and Course Unions will be notified of the Student Group Committee's funding decisions via email.

### Where do the funds provided by TMSU to a TMSU Campus Group go?

All funds provided by the TMSU to a TMSU Campus Group shall be held in the TMSU Campus Group's Budget Account.

### How do I get reimbursed for approved expenses that I have already paid for?

A Campus Group Executive with signing authority must email a complete [TMSU Cheque Requisition Form](#) to the Campus Groups Coordinator **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. Please keep in mind that an invoice or estimate is not a receipt! Photocopies, credit card receipts, and ATM slips will not be accepted as proof of purchase.

### What methods are available for reimbursement?

Once the Cheque Requisition Form has been fully approved, 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.



**How do I request that TMSU pay an approved vendor directly on behalf of my TMSU Campus Group?**

A Campus Group Executive with signing authority must email a complete [TMSU Cheque Requisition Form](#) to the Campus Groups Coordinator and provide a detailed itemized invoice from the approved vendor to support the direct payment request.

**What happens to unused funds provided by the TMSU?**

Any O-week Funding that is not used within 30 days of the initial funding approval shall revert back to the TMSU.

Any other unused funds remaining in a TMSU Campus Group's Budget Account at the end of each Funding Year shall revert back to the TMSU and will not be available for use in the following year.

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

### What is External Revenue?

External Revenue is all of the funds provided to a TMSU Campus Group by non-TMSU sources, including external funding or sponsorships, as well as any revenue generated through Campus Group Activities and/or Events.

### Where do I deposit my TMSU Campus Group's External Revenue?

All External Revenue must be held in the TMSU Campus Group's Trust Account.

All revenue generated by a TMSU Campus Group through online ticket sales or registration platforms must be directly deposited into the Trust Account.

Any External Revenue that was not deposited directly into the Trust Account must be deposited **within 72 hours** of receiving the funds.

### How do I report my TMSU Campus Group's External Revenue?

All External Revenue must be reported to the Campus Groups Coordinator within **72 hours of receipt** of the external funding or revenue by emailing the [Revenue Deposit Form](#).

### What happens if my TMSU Campus Group does not deposit our External Revenue into our Trust Account?

If it is discovered that any TMSU Campus Group did not deposit any External Revenue into their Trust Account and did not report said External Revenue to the Campus Group Coordinator **within one week of realization**, the TMSU Campus Group's Trust Account and Budget Account may be frozen by the Student Groups Committee.

### Can my TMSU Campus Group open a separate bank account?



No.

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, the separate account balance is transferred to the Trust Account, and the separate account is closed.

**What happens to unused funds remaining in my TMSU Campus Group's Trust Account at the end of the Funding Year?**

Any unused funds remaining in a TMSU Campus Group's Trust Account at the end of the Funding Year shall carry over for use by the TMSU Campus Group in the following year.

A TMSU Campus Group's Base Funding for the following Funding Year shall be reduced by the amount that is carried over from the previous Funding Year.

If the amount that is carried over from the previous Funding Year is greater than the TMSU Campus Group's Base Funding, any additional funding will be reduced by the remaining amount carried over.

**What happens to the unused funds remaining in my TMSU Campus Group's Trust Account if we fail to renew TMSU status?**

If a TMSU Campus Group fails to renew its TMSU status for a period of two academic years, whatever balance of funds remaining in its Trust Account will be forfeited and reallocated at the discretion of the TMSU.



## Campus Groups Code of Conduct

### What is the Campus Groups Code of Conduct?

The Campus Groups Code of Conduct is a written set of guidelines and principles that outlines the expected behaviour, responsibilities, and ethical standards for TMSU Campus Groups and TMSU Campus Group Executives. You can find the Code of Conduct in TMSU's Policy Handbook – it is part of Operational Policy #4 – Campus Groups Code of Conduct, Complaints, Investigations and Sanctions Policy.

### Who must follow the Code of Conduct?

All TMSU Campus Groups and TMSU Campus Group Executives must adhere to the Code of Conduct provisions.

### What rules are included in the Code of Conduct?

The full set of rules included in the Code of Conduct can be found in Operational Policy #4 – Campus Groups Code of Conduct, Complaints, Investigations and Sanctions Policy.

The following are rules included in the Code of Conduct:

All TMSU Campus Groups

- Must follow all TMSU and TMU policies;
- Must follow the *Ontario Human Rights Code* and all other applicable legal obligations;
- Must strive to make a positive contribution to the academic and/or co-curricular lives of TMU students;
- Cannot speak or act on behalf of the TMSU;



- Must not allow their TMSU Campus Group Executives to serve, at the same time, on the TMSU Executive or TMSU Board of Directors;
- Must attend any mandatory Campus Groups training as required by TMSU by sending at least two TMSU Campus Group Executives;
- Must communicate with TMSU Executives, Board Members and staff in a respectful manner;
- Must operate on a not-for-profit basis;
- Must not charge membership fees of any kind;
- Must only use funding received from the TMSU for purposes explicitly pre-approved by the TMSU;
- Must provide truthful, complete, and up-to-date financial records to the TMSU upon request; and
- Must not formally affiliate themselves with any provincial or federal political parties.





## Campus Groups Complaints and Investigations

### **What happens if I become aware that a TMSU Campus Group is violating the TMSU Campus Group Code of Conduct?**

If you are a TMSU Member and you become aware of a possible violation of the Code of Conduct, you should email the TMSU Campus Groups Coordinator a complaint within 2 weeks of becoming aware of the possible violation.

The student who raises a complaint with the TMSU Campus Groups Coordinator is referred to as the Complainant.

### **What information does my complaint need to include?**

Your complaint needs to include the following information for it to be considered for further review by the Campus Groups Coordinator:

- To the best of your ability, a detailed description of the issue, including, if possible, the location, date, and time when the alleged violation occurred;
- The nature of your relationship to the TMSU Campus Group or TMSU Campus Group Executives in issue;
- The source of your knowledge regarding the alleged violation;
- All evidence of the violation that you have; and
- Reference to the specific rule within the Code of Conduct which you believe to have been violated.

### **What happens after I submit my complaint?**

After a valid complaint has been submitted and received, the Campus Groups Coordinator will attempt to informally resolve the situation first by speaking with the Complainant and the relevant TMSU Campus Group Executives, who are referred to as the Respondents.



### **What happens if an informal resolution is not achieved?**

If an informal resolution is not achieved, the Complainant may request that the complaint be referred by the Campus Groups Coordinator for further review by the Student Groups Committee.

### **How does the Campus Groups Coordinator decide whether to refer a complaint to the Student Groups Committee?**

The Campus Groups Coordinator, in deciding whether to refer a complaint to the Student Groups Committee, may consider the following factors:

- The seriousness of the alleged Code of Conduct violation;
- Whether the Complaint was brought within 2 weeks of the alleged violation;
- Whether the alleged violation has already been the subject of earlier complaint and/or investigation;
- Whether the Complaint is trivial, frivolous or vexatious;
- Whether, on its face, the Complaint fails to disclose an actual Code of Conduct violation;
- Whether the conduct complained of is or may be ongoing;
- Whether a different authoritative body, either within or external to TMU, or is better positioned to handle the complaint; and
- Whether further review of the alleged violation is in the best interests of TMSU Members.

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, considering the above factors.



**How do I find out if my complaint has been referred to the Student Groups Committee?**

The Campus Groups Coordinator will email its referral decision to the Complainant and the Respondents.

**What happens after the Student Groups Committee receives a complaint referred to it by the Campus Groups Coordinator?**

The Student Groups Committee will provide notice of the complaint to the Respondents, who will then have 2 weeks to provide relevant submissions and/or evidence to the Student Groups Committee.

**What can the Student Groups Committee ask for as part of their review of a complaint?**

As part of the Student Groups Committee's review of a complaint, the Committee can ask the Complainant or Campus Group under review for any potentially relevant documentation or other evidence.

The Committee can also ask for a meeting with the Complainant, TMSU Campus Group Executives, and/or its members.

**How do I find out the Student Groups Committee's final decision?**

The Committee will report its decision to the Complainant and the Respondent via email.



## Campus Groups Sanctions for Code Violations

### **What happens if the Student Groups Committee finds that a Code of Conduct violation has occurred?**

The Student Groups Committee will decide on a fair and appropriate penalty for the TMSU Campus Group and/or the TMSU Campus Group Executives.

### **What are the types of penalties that may be issued?**

The following are examples of possible fair and appropriate penalties:

- Providing a letter educating the TMSU Campus Group as to the applicable policies or laws;
- Issuing a written warning to the TMSU Campus Group;
- Requesting that one or more TMSU Campus Group Executives resign;
- Suspending access to the Campus Group's Budget and Trust Accounts and rescinding any previously approved, unspent, TMSU funding allocations;
- Placing the TMSU Campus Group on probation for a specified duration to a maximum of two semesters, and which may include a partial or complete restriction on the TMSU Campus Group's eligibility to apply for TMSU funding; or
- Revoking the group's recognition as a TMSU Campus Group.

### **What happens if a TMSU Campus Group's status has been revoked as part of a Code of Conduct violation?**

If a group's status has been revoked, the Student Group may not re-apply for TMSU Campus Group recognition for a term that is specified in the penalty decision. This term will be a minimum of one semester, up to a maximum of three semesters.



### **How does the Student Groups Committee decide what the appropriate penalty is for a violation of the Campus Group Code of Conduct?**

When determining the appropriate penalty for a violation of the Code of Conduct, the Student Groups Committee will consider the following factors and principles:

- Proportionality: the penalty should be proportionate to the gravity of the violation and the degree of responsibility of the violating party.
- Parity: a penalty imposed for a particular violation should be similar to the penalty imposed for similar violations committed in similar circumstances.
- 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.
- 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.
- Any relevant aggravating and/or mitigating factors.

### **What are examples of aggravating factors which may suggest that the penalty should be more severe?**

- The violation was pre-meditated and/or intentional.
- The violating party did not take reasonably available steps to correct the violation within a reasonable time period.
- 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.
- The TMSU Campus Group received a penalty for a Code of Conduct violation in the past.
- The violation encompasses various breaches of the Code of Conduct;





- An individual improperly received a measurable benefit as a direct result of the violation.
- The violation caused harm to TMSU Members.

**What are examples of mitigating factors which may suggest that the penalty should be less severe?**

- The violation was not pre-meditated and/or was unintentional.
- 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.
- The TMSU Campus Group has no pre-existing record of warnings or violations.
- The violating party was candid and forthcoming in their response to the complaint.

**How do I find out the Student Groups Committee's final penalty decision?**

The Committee will report its decision to the Complainant and the Respondent via email. The Committee will note any specific terms of the penalty as well as the date when the penalty starts.



## **Campus Groups Appeal Process for Sanction Decisions**

### **Can I appeal the Student Groups Committee's final penalty decision?**

Only the following Code of Conduct and penalty decisions can be appealed:

- Decisions suspending access to current Budget and/or Trust Account;
- Decisions that resulted a TMSU Campus Group's eligibility for future funding being cut by 25% or more; and/or
- Status revocation.

All other Code of Conduct and penalty decisions of the Student Groups Committee are final and may not be appealed.

### **What can I do if I disagree with a non-appealable decision by the Student Groups Committee?**

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 will be considered if there are any future relevant complaints.

### **How do I appeal an appealable decision by the Student Groups Committee?**

The Respondent must submit a written appeal to the Campus Groups Coordinator via email within two weeks of receipt of the penalty decision.

Only one appeal of the decision will be accepted and considered.

### **What happens after I submit my written appeal?**



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.

### **Who makes the final appeal decision?**

The Executive Committee.

### **What information will the Executive Committee use in making its appeal decision?**

The Executive Committee will be provided with:

- The initial submissions from the Complainant and Respondent, along with any supporting documentation;
- The minutes of the relevant Student Groups Committee meeting; and
- Written appeal submissions, if any have been provided, from the Complainant and Respondent.

### **What types of decisions can the Executive Committee make?**

In response to an appeal, the Executive Committee may:

- Uphold the finding of a Code of Conduct violation;
- Overturn the finding of a Code of Conduct violation;
- Uphold the penalty imposed;
- Reduce the penalty imposed; or
- Return the matter to the Student Groups Committee for reconsideration.

### **How do I find out the Executive Committee's final appeal decision?**

The Respondent and Complainant will be provided with the Executive Committee appeal decision and accompanying reasons for its decision via email.



**Can I appeal the Executive Committee's decision?**

No. All appeal decisions made by the Executive Committee are final.

