



UNIVERSITY OF TORONTO  
**STUDENTS' UNION**

# Clubs & Student Groups Handbook

A comprehensive guide to the funding, services, rights, and responsibilities of clubs and student organizations seeking registration, partnership, and funding from the UTSU.

Last amended on October 15, 2023 by the Board of Directors.

Current to October 15, 2023.

## **Policies for Clubs and Student Groups** of the University of Toronto Students' Union

The University of Toronto Students' Union (UTSU) is a not-for-profit organization incorporated under the Canada Not-for-profit Corporations Act (CNCA). The UTSU functions autonomously from the University of Toronto, and acts as the primary student government for over 38,000 undergraduate students at the University of Toronto's St. George Campus.

You can learn more about how the UTSU operates at [utsu.ca/governance](https://utsu.ca/governance)



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# Notes for Accessibility

## Text Colour Codes

Text displayed in **red** has not yet taken effect, but will take effect upon approval by the UTSU Board of Directors.

Text displayed in stricken-through ~~red~~ still remains in effect, but will soon be removed pending the ratification of that removal by the UTSU Board of Directors.


## Front Page

The front page of this document indicates the last time this document was officially amended by the Board of Directors by the passing of a resolution at a board meeting, denoted by the line “Last amended on [date]...”.

The front page also indicates the last time that this document was updated and re-uploaded for publication for any reason, which may include non-substantive changes to formatting, spelling, grammar, or punctuation. These changes will usually be denoted in **blue** text when they have not yet been approved by the Board. This is denoted by the line “Current to [date]”.

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	POLICY	001	Guidance & Definitions
	OWNERS	Governance Committee of the Board of Directors	
	AFFECTS	Registered Clubs of the UTSU; Clubs and Societies Committee	

## CSG-001 | Guidance & Definitions

### Introduction

1. The University of Toronto Students' Union is committed to providing funding and support to all registered clubs during each academic year for the purpose of advancing the interests of the broader student body at the University of Toronto.
2. Registered clubs are entitled to apply for funding, benefit from additional club services provided by the UTSU, and receive continued administrative support from the UTSU throughout the registration year.

### Registration & Funding Definitions

3. A “Registered Club” or “Registered Student Group” shall refer to a club or student organization that has applied for registration with the UTSU and has been approved for such registration according to the expectations set forth in [CSG-002], *Partnership Criteria*.
4. “Registration Year” shall be defined as the year in which registration may be granted to a registered club, starting on May 1st and ending on April 30th of each year.

### General Definitions

5. A “UTSU member” shall refer to any member of the University of Toronto Students' Union as defined in *UTSU Bylaw II - Membership*.
6. A “leadership position” or “executive position” within a club shall refer to any member of a club who has voting authority in accordance with that club's constitution.
7. A “representative student society,” “affiliated student society,” or “divisional student society” shall refer to a student union, society, or association that collects membership fees from its members for the purpose of organizing and managing student life within their jurisdiction. A non-exhaustive list of such organizations is listed in *Appendix A*.
8. An “engineering club” shall refer to clubs:
  - a. In which more than 50% of members are members of the Engineering; and

- b. Whose primary purpose is to serve the needs and/or interests of members of the University of Toronto Engineering Society.
9. "Student Life" shall refer to the University of Toronto office, which operates under the Office of the Vice-Provost Students, University of Toronto, responsible for maintaining the university directory of student clubs, organizations, and activities.
10. A "parent organization" or "umbrella organization" shall refer to any organization that provides resources to and coordinates an association of entities for the purpose of coordinating activities and pooling resources.

## Appendices

- A. The following organizations at the University of Toronto are considered to be "representative student societies":
  - a. Individual "course unions" operating under ASSU or other professional faculty
  - b. Association of Part-time Undergraduate Students (APUS)
  - c. Scarborough Campus Students' Union (SCSU)
  - d. Arts and Science Students' Union (ASSU)
  - e. Innis College Students' Union (ICSS)
  - f. New College Student Council (NCSC)
  - g. St. Michael's College Students' Union (SMCSU)
  - h. Trinity College Meeting (TCM)
  - i. University College Literary and Athletic Society (UC Lit)
  - j. Victoria University Students' Administrative Council (VUSAC)
  - k. Woodsworth College Students' Association (WCSA)
  - l. Engineering Society (EngSoc)
  - m. Architecture and Visual Studies Students' Union (AVSSU)
  - n. Dental Students' Society (DSS)
  - o. Students' Law Society (SLS)
  - p. Medical Society (MedSoc)
  - q. Faculty of Music Undergraduate Association (FMUA)
  - r. Nursing Undergraduate Society (NUS)
  - s. Undergraduate Pharmacy Society (UPS)
  - t. University of Toronto Mississauga Students' Union (UTMSU)
  - u. Rotman Commerce Students' Association (RCSA)
  - v. Levy Groups

	AREA	CSG	Policies for Clubs and Student Groups
	POLICY	002	Partnership Criteria
	OWNERS	Governance Committee of the Board of Directors	
	AFFECTS	Registered Clubs of the UTSU; Clubs and Societies Committee	

## CSG-002 | Partnership Criteria

### Preamble

1. All student groups eligible for funding from the UTSU and have completed an application process to be considered as such are registered as “partner clubs”.
2. The UTSU reserves the right to provide support and non-monetary resources to clubs that are not registered as partner clubs on a case-by-case basis.
3. No club may be granted lifetime registration from the UTSU.
4. No representative Student Societies shall receive registration or be eligible for funding.

### Registration Requirements

5. All clubs that receive registration must meet the following criteria:
  - a. The club seeks to make a positive and unique contribution to the academic and/or co-curricular lives of University of Toronto students;
  - b. The club operates on a not-for-profit basis, such that all revenue is used to support the operations of the club;
  - c. The club has a membership no smaller than 20 members, over half of which are UTSU members;
  - d. The club has an executive, over half of which are UTSU members;
  - e. The club’s signing officers are not signing officers in any other student associations;
  - f. The club is operational from May 1st of the year of their application to April 30th of the following year;
  - g. Partner clubs must renew their registration at the beginning of each registration year; and
  - h. The club is registered on the St. George Campus.
6. The UTSU reserves the right to deny funding to any club on the following basis:

- a. The club is affiliated with or registered by a college student association or any other body that receives student fees;
  - b. The club is a chapter branch of a larger organization;
  - c. The club is directly affiliated with a charitable organization.
7. Any club that engages in any of the following activities will be permanently ineligible for funding:
- a. The club operates on a for-profit basis;
  - b. The club impedes the legitimate, lawful activities of University of Toronto students;
  - c. The club discriminates on the basis of a protected ground in a protected social area, as defined in the *Ontario Human Rights Code, R.S.O. 1990, c. H.19*;
  - d. The club violates the Code of Conduct and/or the Code of Ethics laid out in the UTSU's People & Culture Policies;
  - e. The club operates in a manner inconsistent with the *University of Toronto Policy on Open, Accessible, and Democratic Autonomous Student Organizations*;

## Partner Club Applications


8. Clubs seeking registration shall apply during a period to be determined by the UTSU on an annual basis.
9. Clubs seeking registration must submit the following documents during the registration period to be considered:
  - a. Proof of Student Life recognition;
  - b. The active constitution and any other active governing documents;
  - c. A statement outlining the purpose and mission of the club and the benefit it provides to the University of Toronto St. George Student Body;
  - d. A complete list of the club's membership for the current year, including members':
    - i. Full legal names (preferred names shall be included separately);
    - ii. Student numbers;
    - iii. Full-time, part-time, or graduate status;
    - iv. Faculties and/or Colleges, and programs of study.

- e. A written acknowledgment that the club has read and agrees to meet the requirements established in [CSG-002];
10. The Clubs and Societies Committee and the VP-Student Life reserves the right to impose any additional requirements on any and all clubs from time to time.
11. Applying for registration and satisfying all requirements above does not guarantee a club registration.
12. Failure to provide all of the relevant documents outlined above during the registration period shall result in the club's immediate disqualification from consideration for registration for that registration period.
13. Any and all clubs found to have falsified any of the documents outlined above will become immediately disqualified from receiving registration for no less than two (2) years and be subject to the policies laid out in [CSG-005].

## Training

14. This section will be updated with more information once the UTSU implements MSL in 2024.



	AREA	CSG	Policies for Clubs and Student Groups
	POLICY	003	Partner Benefits
	OWNERS	Governance Committee of the Board of Directors	
	AFFECTS	Registration Clubs of the UTSU; Clubs and Societies Committee	


## CSG-003 | Partner Benefits

### What's Offered to Partner Clubs

1. After having been registered as a partner club of the UTSU in any given registration year, a registered club is entitled to support from the UTSU, which may include, but is not limited to
  - a. Access to the UTSU Resource Bank, subject to the relevant policies which govern how rented equipment and resources are used;
  - b. Support from the UTSU's team of Community Resource Specialists;
  - c. Inclusion and advertisement of events, activities, and postings in the UTSU's bi-weekly Clubs Digest newsletter;
  - d. Meetings upon request with the Vice-President, Student Life or designate;
  - e. Access to training resources, including equity and anti-oppression training
  - f. Access to templates and guidelines for budgets, financial accountability mechanisms, record-keeping, and more; and
  - g. Support with event and activity planning and logistics.

### The Resource Bank

2. The UTSU Resource Bank provides free equipment rentals to clubs to assist with club events and programming. Using these resources carries the following expectations:
  - a. Club representatives acknowledge that, once they rent a piece of equipment, all items must be returned in the same condition they were borrowed in and must be returned on time to ensure that other groups may also have access;
  - b. Clubs acknowledge that late returns or equipment damage may jeopardize their partner registration and/or funding status.

	AREA	CSG	Policies for Clubs and Student Groups
	POLICY	004	Funding Terms & Conditions
	OWNERS	Governance Committee of the Board of Directors	
	AFFECTS	Registration Clubs of the UTSU; Clubs and Societies Committee	

## CSG-004 | Funding Terms & Conditions

### General Limitations and Maximums for Funding

1. UTSU funding can be used to finance any of the following:
  - a. Website costs, including hosting, design, and accessibility audits;
  - b. Administrative, service, and bank-processing fees;
  - c. Materials such as stationary, banners, tablecloths, and signs;
  - d. Health and safety costs, such as first aid kits and training expenses;
  - e. Event costs such as space booking, professional fees, and decorations;
  - f. Special projects that make a unique and positive impact within the University of Toronto student body subject to the approval of the Vice-President, Student Life, and the Clubs and Societies Committee;
  - g. Other expenses which may be considered on a case-by-case basis by the UTSU.
  
2. UTSU funding shall never be used to finance any of the following:
  - a. Alcohol, marijuana, tobacco, or any other recreational or illicit drugs;
  - b. Compensation or honoraria for club executives, members, or any other persons;
  - c. Retreats for club executives and/or club members;
  - d. Travel and transportation of any kind;
  - e. Capital expenses such as furniture and electronics;
  - f. Branded promotional materials intended for personal use, such as business cards and clothing items meant for individual club execs;
  - g. Political, charitable, or donations of any other kind;
  - h. Any other expenditure that the UTSU deems to be inappropriate.

3. Funding provided to a club by the UTSU in anticipation of a future expense must only be granted after a contract has been written and signed by two signing officers from both parties, which clearly stipulates how the funds will be used and/or returned.
4. The UTSU, at its discretion, may attach additional terms and conditions to an individual funding application prior to its approval.
5. Engineering clubs, course unions, and representative student societies are not eligible for any form of club funding from the UTSU.

## Financial Reporting Guidelines

6. Partner clubs must adhere to the following financial reporting requirements:
  - a. At the discretion of the UTSU, partner clubs may be required to use a financial reporting template when submitting funding applications, which may include:
    - i. The club's starting balance carried over from the year prior;
    - ii. A complete, itemized list of all expenses and income;
      1. A posted transaction in a club bank statement is required for all foreign currency transactions.
      2. Receipts must be in English. Translated receipts will not be accepted.
    - iii. The ending balance, matching the final bank statement; and
    - iv. Signature of the person preparing the report.
7. The Vice President Student Life shall be empowered to withhold funding from any club that does not satisfy the required financial reporting guidelines stated in [CSG-004].
8. The intentional misrepresentation of any documents provided to the UTSU during a funding application shall be considered grounds for sanctions.
9. If UTSU funding is being misused or embezzled, registered clubs must provide proof that they have contacted Student Life to launch an official investigation into the UTSU.
10. Failure to adequately report the misuse of UTSU funding shall be considered grounds for Sanctions.

## Timelines and Deadlines

11. Clubs must submit their funding applications prior to deadlines set by the UTSU to be considered. Late applications may not necessarily be accepted by the Clubs and Societies Committee at the committee's discretion.


- a. The UTSU shall set deadlines each registration year to ensure that all funding and registration applications can be collected, considered, and processed before the end of the registration year.
  - b. The latest deadline the UTSU may set for club registration and club funding applications to be submitted shall be April 10th of each registration year.
12. No application for any type of funding or assistance may include expenses that were incurred more than twelve (12) months prior to the application being submitted or expenses that were incurred prior to the current registration year.
- a. Receipts for expenses incurred more than twelve (12) months before the submission of an application shall be deemed invalid and not considered.
  - b. Receipts for expenses incurred during a previous registration year shall also be deemed invalid and not considered.
13. Clubs should expect a 6-week turnaround to receive funding after their application's approval.

## Preference Given to Desirable Applications

14. Preference for funding may be granted to certain clubs by the Clubs and Societies Committee if:
- a. A club has a consistent history of financial responsibility, record-keeping, and operational efficiency when managing funds provided by the UTSU;
  - b. A club has clearly presented to the UTSU that they have developed or are developing a consistent source of revenue that reduces or will reduce the expenses to which the UTSU is being asked to pay;
  - c. A club has a consistent history of sending representatives to UTSU initiatives and events, including Annual General Meetings;
  - d. A club has a large membership in proportion to most other applicants and impacts a large community on campus;
  - e. The event, program, or service a club is requesting funding from the UTSU for has been created to serve the needs of a marginalized or underrepresented student community;
  - f. The event, program, or service a club is requesting funding from the UTSU for is unique and not reflected in the activities of another club; and/or
  - g. The event, program, or service a club requests funding from the UTSU for is a collaborative activity involving other clubs and campus groups.

## Unsuccessful Applications

15. When the UTSU disburses funds to its partners, the UTSU is obligated to hold its partners accountable for tracking and reporting how those funds are used. The UTSU therefore, reserves the right to deny a club access to funding if the UTSU cannot reliably account for how and why a recipient club uses UTSU funds.
16. The UTSU reserves the right to withhold funding for the following reasons:
  - a. An application is deemed to be incomplete, incorrect, insufficient, or otherwise ineligible based on criteria that must first be met for it to be approved;
  - b. The Clubs and Societies Committee determines that a club is no longer eligible for funding or registration due to a violation of [CSG-002], *Partnership Criteria*; or
  - c. The Clubs and Societies Committee determines that approving an application may duplicate the activities and operations of an existing club that has already had a funding application approved by the UTSU for similar purposes.
  - d. An application was submitted after a deadline set by the UTSU for submitting applications.
17. In the case that a club is denied funding:
  - a. Partner clubs that have their funding application(s) denied may request that they receive a written explanation from the Clubs and Societies Committee for why their application was denied.
  - b. Partner clubs reserve the right to re-submit a funding application.
    - i. All decisions by the Clubs and Societies Committee after resubmission are final.

	AREA	CSG	Policies for Clubs and Student Groups
	POLICY	004	Funding
	OWNERS	Governance Committee of the Board of Directors	
	AFFECTS	Registered Clubs of the UTSU; Clubs and Societies Committee	

## CSG-004 Funding

1. Funding is never guaranteed to any student group.
2. No club shall receive more than \$6,000 in funding from the UTSU in a given registration year.
3. The maximum funding any individual club or student group may receive shall be determined by the number of consecutive years for which they have received funding in addition to their total operating expenses for the registration year as detailed in CSG-004(3):
  - a. No club which has not received funding in the registration year prior to that of their funding request shall receive more than \$500;
  - b. Any club that has received funding in the registration year prior to that of their funding request may apply to receive a maximum of \$2,000;
  - c. Any club that has received over \$1,000 in funding during the previous registration year may apply to receive a maximum of \$4,000;
  - d. Any club that has received over \$3,000 in funding during the previous registration year may apply to receive a maximum of \$6,000;
4. UTSU funds may only be used to finance a fraction of a club's total expenses subject to the amount of funding they have received:
  - a. Clubs receiving less than \$501 of UTSU funding may utilize UTSU funds to finance no more than 90% of their expenses;
  - b. Clubs receiving between \$501 and \$1,000 of UTSU funding may utilize UTSU funds to finance no more than 80% of their expenses;
  - c. Clubs receiving between \$1,001 and \$ 2,000 of UTSU funding may utilize UTSU funds to finance no more than 70% of their expenses;
  - d. Clubs receiving between \$2,001 and \$3,000 of UTSU funding may utilize UTSU funds to finance no more than 60% of their expenses;
  - e. Clubs receiving between \$3,001 and \$4,000 of UTSU funding may utilize UTSU funds to finance no more than 50% of their expenses;

- f. Clubs receiving between \$4,001 and \$5,000 of UTSU funding may utilize UTSU funds to finance no more than 40% of their expenses;
- g. Clubs receiving between \$5,001 and \$6,000 of UTSU funding may utilize UTSU funds to finance no more than 30% of their expenses;

	AREA	CSG	Policies for Clubs and Student Groups
	POLICY	005	Sanctions
	OWNERS	Governance Committee of the Board of Directors	
	AFFECTS	All student groups, the Clubs and Societies Committee	

## CSG-005 | Sanctions

1. Any club found to be in violation of the financial reporting guidelines or to have misspent club funds as laid out in [CSG-004(2)] and [CSG-004(3)] will be subject to sanctions, including
  - a. Ineligibility for club registration for a period of no less than two (2) years;
  - b. A return to the lowest possible funding eligibility bracket in accordance with [CSG-004(3)] following the period of ineligibility;
  - c. A ban from utilizing UTSU resources, including Student Commons Space and the resource bank, for the duration of their ineligibility for registration.
2. Sanctions against a club will be recorded and considered in any and all registration requests made by that club after the period of ineligibility has expired.
3. For infractions unrelated to financial reporting or expenditures, the UTSU may apply any of the above sanctions at their discretion.

### Appeals

4. After receiving a notice of sanctioning via email, the club shall have five (5) business days to submit a written appeal to the VP Student Life.
5. Any appeals submitted after these five (5) days shall be automatically denied.
6. Valid appeals are to be presented before the Clubs and Societies Committee, where sanctions may be undone by a two-thirds ( $\frac{2}{3}$ ) majority vote.
7. All appeal decisions are final.
8. All appeals will be noted and taken under consideration in all future funding applications.