# TABLE OF CONTENTS

## SECTION I
Issues-Based Policies

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accessibility</td>
<td>5</td>
</tr>
<tr>
<td>Anti-Racism</td>
<td>6</td>
</tr>
<tr>
<td>Bottled Water</td>
<td>9</td>
</tr>
<tr>
<td>Non-Academic Codes Of Conduct</td>
<td>11</td>
</tr>
<tr>
<td>Ethical Investments</td>
<td>12</td>
</tr>
<tr>
<td>Federal, Provincial and Municipal Elections</td>
<td>13</td>
</tr>
<tr>
<td>Multiculturalism</td>
<td>14</td>
</tr>
<tr>
<td>Originality Detection Software (Turn-it-in.com)</td>
<td>16</td>
</tr>
<tr>
<td>Policing and MilitaryActions</td>
<td>17</td>
</tr>
<tr>
<td>Prison – Industrial Complex and Criminalisation</td>
<td>19</td>
</tr>
<tr>
<td>Privatisation of Universities and Colleges</td>
<td>22</td>
</tr>
<tr>
<td>Public Pride Funding</td>
<td>24</td>
</tr>
<tr>
<td>Religious, Cultural and Spiritual Freedom</td>
<td>26</td>
</tr>
<tr>
<td>Tuition</td>
<td>27</td>
</tr>
<tr>
<td>Women’s Issues</td>
<td>29</td>
</tr>
</tbody>
</table>

## SECTION II
Operational Policies

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accommodation For People Disabilities</td>
<td>33</td>
</tr>
<tr>
<td>Affiliated Student Groups</td>
<td>37</td>
</tr>
<tr>
<td>Black History Month Celebration</td>
<td>39</td>
</tr>
<tr>
<td>By-Law Amendments</td>
<td>40</td>
</tr>
<tr>
<td>Campus Groups Facilities Booking and Events</td>
<td>41</td>
</tr>
<tr>
<td>Capital Funds</td>
<td>44</td>
</tr>
<tr>
<td>Cheque Requisition</td>
<td>45</td>
</tr>
<tr>
<td>Conflict of Interest</td>
<td>47</td>
</tr>
<tr>
<td>Course Union Groups</td>
<td>48</td>
</tr>
<tr>
<td>Distribution of Print Material</td>
<td>53</td>
</tr>
<tr>
<td>Diverse Representation</td>
<td>54</td>
</tr>
<tr>
<td>Email Signature/Section Title</td>
<td>55</td>
</tr>
<tr>
<td>Equity Hiring</td>
<td>56</td>
</tr>
<tr>
<td>Equity Service Centres</td>
<td>58</td>
</tr>
<tr>
<td>Equity Statement</td>
<td>63</td>
</tr>
<tr>
<td>Ethical Purchasing</td>
<td>64</td>
</tr>
<tr>
<td>Executive Cellular Telephone Reimbursement</td>
<td>66</td>
</tr>
<tr>
<td>Graduate Executive Honoraria</td>
<td>68</td>
</tr>
<tr>
<td>Graduate Students’ Associations</td>
<td>69</td>
</tr>
<tr>
<td>Graduate Travel Grants</td>
<td>73</td>
</tr>
<tr>
<td>Hiring</td>
<td>75</td>
</tr>
<tr>
<td>Living Wages</td>
<td>79</td>
</tr>
</tbody>
</table>
SECTION III
Financial Policies
Payment Process................................................................. 117
Cheque Signatories............................................................... 120
Contracts........................................................................ 121
Corporate Credit Card............................................................ 122
Petty Cash........................................................................ 123
Groups Funding Requests..................................................... 124
Capital Expenditure Approval Process (CAPEX) & Depreciation Policy... 126
Revenue Generation and Investments........................................ 127
Cash/Cheque Deposit............................................................. 129
Honorarium Policy................................................................. 130
Audit................................................................................ 132
Record Keeping.................................................................. 133
Budgeting and Reporting....................................................... 134
Re-allocation of Funds.......................................................... 136
Glossary/Annex of Forms...................................................... 137
Issue-based Policies

SECTION I
Preamble

1.1 The Ryerson Students' Union opposes all forms of abelism, the prejudice or discrimination against people with disabilities. The RSU is committed to accessibility and seeks the meaningful participation of all of its members, free of barriers.

Policy

1.2 The Ryerson 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. RSU events must be accessible for all members regardless of ability, and this accessibility must be communicated effectively.

Definitions

1.3 Accessibility barrier
The RSU 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.

1.4 Ableism
The RSU 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

1.5 All RSU 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 RSU annual and semi-annual meetings.
Issues Policy #2
Anti-Racism

ADOPTED: April 11, 2007
AMENDED: August 24, 2011
AMENDED: April 22, 2015

Preamble

2.1 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 racialised 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.

Racialised 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 racialised peoples, including First Nations and immigrant communities;
iii. Economic deprivation of Racialised 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 Ryerson Students’ Union (RSU) recognizes that oppression is rooted in historical, social, cultural, political and economical forms of systemic discrimination. This systemic discrimination is structural in nature and uniquely marginalizes racialised students and indigenous and/or Aboriginal students.

The RSU 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 RSU acknowledges that racialised 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 racialised students’ experience.

Policy

2.2 The Ryerson 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.

2.3 The Ryerson 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 racialised 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 racialised 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,

2.4 The Ryerson 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**

3.1 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**

3.2 The Ryerson Student’s Union opposes the sale of water—which should be free and publically accessible.
Policy

3.3 The Ryerson 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.

3.4 The Ryerson Students’ Union Opposes:

i. The use of bottled water where safe drinking water is available;
ii. The privatisation 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 programmes;
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

4.1 Freedom of speech and peaceful assembly are fundamental human rights under the Ontario and Canadian Law. The Ryerson 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

4.2 The Ryerson Student's Union believes that students have fundamental rights to freedom of assembly, dissent, and expression.

Policy

4.3 The Ryerson Students' Union Supports:

   i. Freedom of conscious 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.

4.4 The Ryerson 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 Ryerson 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

5.1 The Ryerson student union recognizes that it is imperative to have an ethical investment framework for all funds invested by Ryerson 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 Ryerson 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

5.2 The Ryerson 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).

5.3 The Ryerson 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.
Issues Policy #6
Federal, Provincial and Municipal Elections Campaigns

ADOPTED: May 9, 2004
AMENDED: N/A

Preamble

6.1 Government policies at all three levels of government have the potential to impact the daily lives of students. On a federal level decisions 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 have 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 Ryerson 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

6.2 The Ryerson 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 Ryerson;
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

7.1 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 fibre 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 ethno-cultural 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 Ryerson 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

7.2 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 racialised peoples in Canadian institutions and recognize Indigenous sovereignty.

7.3 The Students' UnionOpposes:

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

ADOPTED: November 17, 2003
AMENDED: N/A

Preamble

8.1 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

8.2 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.

8.3 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

9.1 Preamble

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 racialised, 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**

9.2 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.

9.3 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
Preamble

10.1 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 labour are 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.

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:

10.2 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
their families. Criminalization targets entire groups of people, or of particular social circumstances (the homeless, migrants, racialised, 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 non-citizens 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.

10.3 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

10.4 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.

10.5 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
10.6 The Students’ Union Supports:

1. Seeking alternatives to prisons for community safety, including crime prevention and rehabilitation;
2. Governments adequately funding public social services and services for youth as a means of crime prevention and community-building;
3. Initiatives that seek to change public discourse and policy on laws that disproportionately and unjustly target specific communities: racialised, immigrant, Aboriginal, low-income, homeless, youth, sex workers, etc.

10.7 The Students’ Union Opposes:

1. The over-use and dependence on incarceration as a means to “fix” social issues;
2. Mandatory minimum sentencing laws;
3. The privatisation of our prison systems that seeks to provide massive profits for corporations;
4. Reforms to immigration policies that criminalize displaced people and refugees;
5. The specific targeting, over-policing, and criminalizing of marginalized and exploited communities.

Issues Policy #11
Privatisation of Universities and Colleges

ADOPTED: March 31, 2012
AMENDED: N/A
Preamble

11.1 Privatisation threatens access to post-secondary education and the integrity of colleges and universities as public institutions. Privatisation 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.

Privatisation 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 privatisation and represent a significant barrier to access for low and middle-income students. In addition to high fees, an increasingly prevalent example of privatisation 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 privatisation 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. Privatised services on campus prioritise 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 polices 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 post-secondary 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

11.2 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.

11.3 The Students’ Union opposes:

i. Any and all forms of privatised 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. Privatisation 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
Preamble

12.1 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

12.2 The Ryerson 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, racialised, 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.

12.3 The Ryerson Students’ Union Opposes:

1. Censorship of community organizations that explore political, social, and global issues
2. Pride festivals that prioritize the needs of corporate sponsors over community
3. 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:N/A
Preamble

13.1 The Ryerson 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 Ryerson’s population is diverse and includes people with different religious, spiritual, and cultural identities.

Section two of the Canadian Charter of Rights and Freedoms affords all people of Canada the right to freedom of conscience and religion. Section 15 of the Charter, the Canadian Human Rights Act and of most, if not all, provincial human rights statutes, including the Quebec Charter of Human Rights and Freedoms, provides that all people shall be free from discrimination on the basis of their religion.

Policy

13.2 The Ryerson Students Union Supports:

i. The consideration of religious, spiritual, and cultural holidays in academic scheduling;

ii. 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;

iii. 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;

iv. Universities and colleges offering courses on religious understanding and freedom;

v. Food options that are inclusive of all religious, spiritual, and cultural dietary needs at campus dining establishments;

vi. Opportunities for members of the campus community to bring in food that is otherwise non 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

14.1 The Ryerson 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 recognises 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

14.2 The Students’ Union Supports:
   i. The establishment of a high-quality, publicly funded system of post-secondary 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.

14.3 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.

Issues Policy # 15

Women’s Issues

ADOPTED: March 31 2012
AMENDED: N/A

Preamble

15.1 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 post-secondary 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 Ryerson Students’ Union recognizes that women are entitled to equal access, freedoms, and initiatives that strive to empower women. The Ryerson Students’ Union also recognizes that the promotion of women’s rights is integral to a fully accessible post-secondary education system.

Policy

15.2 The Ryerson 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.

15.3 The Ryerson 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 programmes and academic programmes 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. Privatisation of public services including childcare, health care, education and social services.
Operational Policy #1

**Accommodation For People With Disabilities**

ADOPTED: November 16, 2011
AMENDED: N/A

**Scope**

1.1 This policy applies to the Ryerson Students’ Union and all events, services, campaigns, initiatives affiliated with it.
Preamble

1.2 This policy aims to set out guidelines for the provision of accommodations for people with disabilities while accessing Ryerson Students’ Union events or services, while maintaining the dignity and autonomy of people with disabilities. The Ryerson 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 Ryerson Students’ Union strives for accessibility through the incorporation of Universal Design while also acknowledging that, at times, individual accommodation may still be required. The RSU 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

1.3 Disability: The Ryerson Students’ Union rejects medically-based language like “impairment” or “limitations” in defining disability. Instead, the Students’ Union recognises 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.

1.4 Accommodation: Accommodation refers to a planned variation in the provision of services in order to promote inclusion and accessibility for people with disabilities.

1.5 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

1.6 Providing Accommodations for persons with disabilities for RSU events and Initiatives. Ryerson 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 Ryerson Students’ Union;
v. Advertise accessibility of services on all promotional materials;
vii. 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.

1.7 People requesting accommodations shall:

i. Provide the required information about the accommodations they require to the Ryerson Students’ Union;

ii. Contact the Ryerson Students’ Union in a timely manner to make a request for accommodations;

iii. Collaborate with the Ryerson Students’ Union as needed to identify accommodation needs and find creative solutions.

1.8 Inability to Accommodate
In some instances there may be an inability to accommodate as a result of undue hardship. Should this occur, the Ryerson Students’ Union is committed to exploring alternatives and finding creative solutions.

1.9 Dispute Resolution Process
In the event of a chronic inability to accommodate, the President of the Ryerson Students’ Union will be responsible for negotiating a resolution that is satisfactory to all parties.

1.10 Providing Goods and Services to People with Disabilities
The Ryerson Students’ Union is committed to equitable practices and ensuring all services are accessible to people with disabilities. The Ryerson Students’ Union recognizes that universal design, along with individual accommodation, is an integral part of promoting inclusion. In addition, the Ryerson Students’ Union commits to continuing to address barriers to access and ableism within the Ryerson community while ensuring dignity, privacy and independence for all.

1.10 Assistive Devices
The Ryerson 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.

1.11 Communication
The Ryerson 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.
1.12 Service Animals
The Ryerson Students’ Union welcomes people with disabilities and their service animals to access all of our services, events, and spaces.

1.13 Support Persons
The Ryerson 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.

1.14 Notice of Temporary Disruption
In the event of a planned or unexpected disruption to Ryerson Students’ Union services or facilities for people with disabilities, the Ryerson 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 Ryerson Students’ Union website (www.rsuonline.ca), and on the third floor of the Student Campus Centre, at the Ryerson Students’ Union front desk.

1.15 Training for Staff
The Ryerson 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.

1.16 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 Ryerson 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 Ryerson 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 Ryerson Students’ Union.
   vi. What to do if a person with a disability is having difficulty in access the Ryerson Students’ Union’s services.
1.17 Feedback Process
Individually who wish to provide feedback on the way the Ryerson 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 Ryerson Students’ Union’s regular complaint process.
Operational Policy #2

Affiliate Student Groups

ADOPTED: September 20, 2001
AMENED: N/A

Definition

2.1 An affiliate student group is a group comprised of RSU members who share an interest in academic related projects, academic program-based issues, political views, or creating a Ryerson chapter of a third-party non-profit organisation.

Protocol

2.2 To apply for designation as an affiliate student group:

i. An RSU member representing the group must submit to the RSU Executive Committee a written outline of the group’s mandate and list of possible programming ideas for the year;
ii. Applications must include a written endorsement from the program chair of the corresponding academic department, or from a supervisor of the corresponding organisation, assuming risk and liability for the group;
iii. Executive members of the group shall consist of RSU members and be currently enrolled students of Ryerson.

Policy

2.3 The Executive Committee approves or denies affiliate student group status for a group of RSU members who apply in accordance with the following conditions:

i. Affiliate groups are self-governing, and responsibility of the group solely lies within that of the academic program or organisation of which the affiliate group is a part of;
ii. Affiliate groups must be open to all RSU members;
iii. Organisations that restrict membership, charge a fee to be part of the local Ryerson chapter or conflict with the mandate of the Students’ Union will not be granted Affiliate status. Sororities, Fraternities and other similar organizations will not receive Affiliate status;
iv. The affiliate group’s actions must coincide with the Ontario Human Rights Code and all RSU and Ryerson University policies;
v. Affiliate groups are subject to RSU policies on room bookings, posterering, and use of student space in regards to restrictions and terms of use;
vi. Affiliate groups have the right to place posters in designated areas with the RSU’s stamped approval, space on the RSU website;
vii. Affiliate groups may have up to two room bookings per semester during the academic year;
viii. Affiliate groups also have tabling privileges for no more than two (2) days maximum in any given week, up to a maximum of eight (8) days per each semester;
ix. Affiliate groups are not permitted to table for the sole purpose of fundraising for any third-party non-profit or charitable organisation. Tabling, outreach and/or events hosted by affiliate groups must include some aspect of education and awareness to the Ryerson community and RSU members;
x. Chapter organisations cannot book space on behalf of third-party organizations, including their “parent” organization;
xii. Affiliate groups are not eligible to receive an operational budget from the RSU. An affiliate group is eligible to apply for up to $1000 in RSU grant funding per academic year, but no more than $500 is available per project/event each semester;
xii. If the affiliate group wants to renew its status annually, they must submit the contact information of the executive members, along with an RSU Affiliate Group form signed by the program chair of the academic program or supervisor of the parent organization by September 30 of each year. Groups who do not comply will be deemed defunct and must reapply via the aforementioned process.
Preamble

3.1 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 Ryerson Students' Union officially recognises February as Black History Month.

Policy

3.2 The Ryerson 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.
Preamble

4.1 The RSU 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

4.2 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 #5

Campus Group Access to Facilities Bookings and Events
Scope

5.1 All sections of the following policy document apply to active registered Ryerson Students’ Union Student Groups, Course Unions and Graduate Course Unions.

Preamble

5.2 Student Groups, Course Unions, and Graduate Course Unions maintain the right to access space and resources from the Ryerson Student's Union for their events and initiatives.

Definitions

5.3 “Campus Groups” herein refers to Ryerson Students’ Union Student Groups, Course Unions and Graduate Course Unions

Protocol

5.4 Requirement to Follow External Room Booking Policies:
   i. All room bookings must adhere to the room booking procedures as outlined in Student Centre or Ryerson University room booking policies corresponding to the building in which the room is booked;
   ii. All bookings are granted on a first-come first-serve basis.

5.5 All bookings must be made in accordance with the following process:
   i. One member of the course union’s/student group’s executive must be appointed as the authorized room booker. This individual’s name and contact information must be provided to the Internal Coordinator by no later than September 15 of each year;
   ii. All space must be booked a minimum of two (2) weeks in advance;
   iii. All bookings must be done in person through the RSU main office at SCC311 with the Internal Coordinator or Front Desk staff.

5.6 Confirmation
   A confirmation permit is required as proof for the room booking and must be brought to the event.

5.7 Restrictions
i. Thomas Lounge, Oakham Lounge, SCC115 and Ryerson Campus lecture theatres and classrooms with a capacity larger than 80 people may be booked when available a maximum of once per week. If another room booking is required one of the smaller rooms may be booked;

ii. Campus groups may book a maximum of two rooms per week when available year round;

iii. Only one (1) Ram in the Rye booking can be made each semester;

iv. Available booking dates for the Fall semester are announced at the All Executive training workshops held during the summer term;

v. Winter semester dates will be available via email notice in November.

5.8 Cancellation/no show/relocation

i. Rooms must be cancelled no later than 48 hours in advance of the scheduled booking;

ii. The RSU’s Internal Coordinator must be informed immediately at info@rsuonline.ca. The room, date and time of booking, and name of the campus group must be included in this email. A no-show may result in a penalty;

iii. A Ram in the Rye cancellation requires a minimum of two weeks advance;

iv. notice submitted via email to RSU’s Internal Coordinator immediately at info@rsuonline.ca;

v. Cancellations within two weeks, or where a campus group fails to execute a planned event without notice, will result in possible suspension of booking access for a period of one full year and staffing costs may be applied against the campus group’s budget/trust account.

5.9 Audio/Visual Equipment

i. Audio visual equipment must be booked at time of room booking and is only available through the Ryerson Students’ Union for Student Centre bookings. Equipment requests for facilities outside the Student Centre must be through media services and booked via the RSU front desk at the same time as your room booking;

ii. Repairs and damages to equipment will be charged to campus group’s trust fund or budget.

5.10 Food

i. Any arrangements that have a cost (e.g. food, beverages, and cash bars) must be approved through the Campus Groups Administrator
before the event. Campus groups cannot make contact with either Ryerson Food Services or the Student Centre catering until speaking with the Campus Groups Administrator first;
ii. All food arrangements must be made at least ten (10) business days in advance through the RSU’s Internal Coordinator.

5.11 Prizes, Raffles and Fundraisers
The following types of fundraisers are not permitted:

i. Contests that involve alcohol consumption;
ii. Raffles;
iii. 50/50 draws;
iv. Slave auctions;
v. Date auctions;
vi. Anything that contravenes Ryerson’s Risk Management Guidelines, Ryerson’s Student Code of Conduct or Discrimination & Harassment policies or the either those of the University or the Ryerson Students’ Union.
Preamble

6.1 Capital funds refer to any expenditure exceeding $1500 that goes towards the purchase of items that can be used for a long period of time (i.e. new furniture for the office, a new server, new computers.)

Protocol

6.2 The allocation of capital funds exceeding $1500 shall receive first reading at a meeting of the Executive Committee. Following its approval with a simple (50%+1) majority at Executive Committee, the proposed capital fund allocation shall be considered adopted following a two-thirds (2/3) majority vote of the members of the Board of Directors present. All other capital funds allocations shall be approved by the executive committee.
Operational Policy #7
Cheque Requisition

ADOPTED: Nov 23, 2007
AMENDED: N/A

Preamble

7.1 From time to time, executive members, or members of the full and part time staff complement may request that an RSU cheque be issued for the purpose of reimbursement of money spent for RSU activity, or to pay hired talent. All Cheque requisitions must be documented using the “RSU Cheque Requisition Form”. The following outlines rules on how to properly request a cheque from the RSU.

Protocol

7.2 A cheque requisition form must be accompanied by:

i. a receipt or an invoice of the purchase; or
ii. a copy of minutes where a decision was made; or,
iii. a reference to the RSU’s by-laws.

7.3 A cheque will not be issued unless the following information is presented and completed in full on the cheque requisition form:

i. Full name of payable;
ii. Complete address of payable including postal code and SIN if the payable is an individual being paid for a service;
iii. PST/GST amount;
iv. Signature of requisitioner; and,
v. Amount of the total requested.

7.4 Signing Officers

i. Each cheque requisition will be signed by two (2) of the three (3) signing officers.
ii. The signing officers are the President, the Vice-President Finance and Services, and the Executive Director of Operations and Services.

7.5 Cheques
Two (2) of the three (3) signing officers must sign all cheques.
7.6 Timeline
The timeline for a cheque requisition is up to two (2) week, with an effort for a one (1) week turn around. Cheques will only be issued on Fridays and by no later than 2:00PM.
Operational Policy #8
Conflict of Interest

ADOPTED: Mar 20, 2003
AMENDED: Oct 20, 2004
AMENDED: June 16, 2004

Policy

8.1 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. 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 Ryerson Student’s 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 Ryerson 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. Board Members must disclose all business, commercial, financial and other interests that may be construed as a potential conflict with their official duties. Board Members that do not do so, and are found to be in a conflict of interest, will have breached this policy.
Operational Policy #9
Course Union Groups

ADOPTED: Mar 20, 2003
AMENDED: Oct 20, 2004
AMENDED: June 16, 2004

Preamble

Definitions

9.1 A Course Union refers to campus groups that exist for the purpose of organizing students based on their program of study.

Protocol

9.2 Creating a Course Union

The RSU will automatically recognize a Course Union for every program at Ryerson. Students may communicate with Campus Groups Administrator for direction on how to access funding and resources.

9.3 Course Unions for New Programs

i. In the event that a new program is created at Ryerson, the RSU will set aside funding for the creation of a new course union.

ii. The Vice President Student Life and Events, with the help of the Campus Groups administrator, will connect with the Program director or administrator to identify a time or way to communicate with all students in the program. Communication with students can be through email, or by visiting a class of all students.

iii. The Vice President Student Life and Events will seek nominations for Course Union Executive Members, and will facilitate an election process.

iv. Successful candidates will be determined by a majority vote.

9.4 Course Union Operations

i. The course union’s actions must not be contrary to the Ontario Human Rights Code, RSU Policies, or the Policies of the University.

ii. No individual connected with the course union can realize any financial
gain from the course union’s actions or activities.

iii. Since course unions are funded by RSU for the benefit of Ryerson students, all activities must be directed toward students and be held on campus unless advance permission is obtained for an off-campus event for the Campus Groups Administrator. All off-campus and events involving elevated physical activity must be run in accordance with Student Event Risk Guidelines. Student Event Risk Assessment forms must be completed two weeks prior to event and submitted to the Student Programs office.

iv. Any budget allocation greater than $1,000 must receive approval from the RSU Executive Committee.

v. All course unions are required to have a valid constitution and must submit a copy to the Campus Groups Administrator annually, signed by at least one course union signing officer no later than September 30.

vi. All course unions are required to file a valid executive list with valid student numbers, addresses, emails and telephone numbers of executive members, with signatures of signing officers on an annual basis no later than April 1st.

vii. No membership fee may be levied on RSU members.

viii. All course unions are expected to undertake projects and programs to benefit their members.

ix. The Campus Groups Administrator is responsible for providing the course union with a copy of all RSU course union policies. Course union executives are responsible for familiarizing themselves with all policies pertaining to their operations and contained within the annual manual provided by RSU.

x. The President or their designate shall attend All-Executive meetings to represent their course union.

xi. Absence from at least 2 consecutive All-Executive meetings will result in probation. Maximum probation period is the remainder of the year.

xii. Probation shall include the withdrawal of RSU funding for off campus events and no consideration of grant applications for a time period designated by the Course Union Committee.

xiii. Probation will be applied as outlined in the Probation, Termination Policy and Procedures.

xiv. Summer workshop(s) and All-Executive meetings must be attended by at least one (1) executive member. Non-attendance will automatically result in a status of probation, the terms of which shall be determined by the Course Union Committee in a meeting that will occur no later than the third week of September, and disqualifies a course union from applying
for Course Union of the Year. Failure to send a representative to attend the workshop will result in a $250.00 budget cut.

9.5 Course Union Probation
A Course Union may be put on probation if the Course Union Committee has reasonable evidence that the course union has violated one or more policies.

9.51 Notification
i. The group will be notified of this action via email, letter in their course union mailbox and telephone requesting the group’s attendance at next scheduled Course Union Committee meeting at which time evidence will be presented. This notice will be delivered no less than five business days prior to the meeting;

ii. The written notice will outline the policies that have been allegedly violated.

9.52 Process
i. The Course Union executives will have the opportunity to defend their course union and their executive status at the meeting;

ii. The Course Union Committee will decide on the course union status immediately following the probationary meeting to be determined by majority vote;

iii. The Course Union and Student Groups Commissioner will issue a written statement of the committee’s decision outlining the terms of probation no more than two business days following the meeting. This letter will be delivered via email and through their course union mailbox. It is the responsibility of the Course Union to access this letter.

9.53 Probation
i. Failure of the Course Union to send one or more of their executives to this meeting will result in automatic probation that will include all of the above penalties;

ii. The Course Union Committee will decide the terms of the probation including:
   a. Length;
   b. Budgetary Restrictions;
c. The withdrawal of the privilege of applying for grants; Limitations on events including the opportunity to host off-campus events

iii. The Course Union may not appeal the decision of the Committee;

iv. Probation may only be lifted upon a meeting to take place not less than five business days prior to end of the designated probationary term. Notification of this meeting will be delivered via email, letter in course union’s mailbox and telephone requesting the Course Union’s attendance at the next scheduled Course Union Committee meeting at which compliance with policies and probation will be assessed. This notice will be delivered no less than five business days prior to the meeting;

v. The Course Union will have the opportunity to defend their full status at the meeting;

vi. The Committee will decide by majority vote if the probation is to be lifted, extended or the group’s executive dissolved.

9.6 Termination
Failure of the Course Union to send one or more of their executives to this meeting will result in automatic termination of the course union’s executive.

9.7 Appeal of Termination

i. A course union’s executive has the right to appeal their termination as decided by the Course Union Committee by providing a written request of appeal to the RSU Executive Committee.

ii. The RSU Executive Committee will meet with the course union within ten (10) business days of their next regularly scheduled meeting and will notify the course union of the time and location of this meeting via telephone, email and letter in their course union mailbox.

iii. The Executive Committee will decide on the Course Union executives’ status, to be determined by majority vote, at this meeting and not in the presence of the course union. The Vice-President Life and Events will issue a written statement of the committee’s decision no more than two (2) business days following the meeting. This letter will be delivered via email and through their course union mailbox. It is the responsibility of the course union to access this letter.
iv. Failure of the course union to send one or more of their executives to this meeting will result in automatic termination of the course union’s executive that may not be appealed to the RSU Board Of Directors;

v. The course union may appeal notice of termination as upheld by the RSU Executive Committee to the RSU Board Of Directors;

vi. Notice of Appeal to the RSU Board Of Directors must be delivered by letter by the executive of the course union to the Secretary of the Board no later than 5 business days prior to the next regularly scheduled Board meeting;

vii. The Appeal will be placed on the agenda and the group will be recognized to speak on behalf of the appeal by Chair of the Board;

viii. After hearing the appeal, the RSU Board Of Directors, by majority vote, may decide:
   a. to terminate the course union executive;
   b. to extend the probationary period and decide on applicable sanctions and restrictions;
   c. to lift all sanctions

ix. The course union will be notified by the secretary of the Board of the Board of Directors’ decision via email and letter in their course union mailbox within no less than five (5) business days following to the meeting. It is the responsibility of the course union to access this letter;

x. Failure of the course union to send one or more of their executives to this meeting will result in automatic termination of the course union’s executive.

9.8 Termination and Dissolution of a Course Union

i. Once a course union’s executive is dissolved, the Course Union Committee shall, within ten (10) working days, undertake to conduct a by-election to replace the outgoing course union executive in accordance with course union election guidelines;

ii. No members of the dissolved executive of the course union may run for an executive position.
Operational Policy #10
Distribution of Print Material

ADOPTED: March 20, 2003
AMENDED: N/A

Preamble

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

Protocol

10.2 The only publications allowed to distribute on campus in RSU spaces must be fully owned or approved by RSU or its affiliates, Rye Eye Publishing Inc., or the Ryerson School of Journalism.

10.3 Any publications seeking to be excluded from this policy in order to be granted distribution rights must present a motion to the RSU 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 in order for the presenter to gain distribution rights.

10.4 This Distribution Policy will be enforced only when a complaint is lodged by RSU or Rye Eye Publishing Inc.

10.5 Job postings are exempt from this policy.
Operational Policy #11
Diverse Representation

ADOPTED: July 7, 2005
AMENDED: N/A

Preamble

11.1 The Executive Committee will commit the Ryerson Students’ Union to take proactive and practical steps that will allow the Ryerson 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

11.2 Under the responsibility of the Vice President Equity and the Equity and Campaigns Organizer, all committees of the RSU will develop and implement a strategy to ensure that the Ryerson Students' Union is striving for inclusion, diversity, and diverse representation of all our members.
Operational Policy #12

Section Title / Email Signature

ADOPTED: November 30, 2006
AMENDED: N/A

Preamble

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

Protocol

12.2 The following email signature must be used in all RSU email communications:

Name
Title
Ryerson 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.

12.3 Additions to signatures

No additional or alternative points should be added to the signature.
Equity Hiring Policy

ADOPTED: August 25, 2005
AMENDED: N/A

Scope

13.1 This policy applies to both and full and part time hires of the RSU.

Preamble

13.2 In adopting an employment equity statement to all hiring postings the Ryerson 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

13.2 The Ryerson Student Union understands that the “promotion of employment equity” is intended to achieve a workforce that is representative of the RSU 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

13.3 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 colour (referred in the Federal Employment Act as “visible minorities”);
v. Queer-identified and Trans Students.

Protocol

13.3 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.
Equity Service Centres

ADOPTED: April 2010
AMENDED: N/A

Scope

14.1 This policy applies to designated Equity Service Centres.

Preamble

14.2 The Ryerson Students’ Union (RSU) is dedicated to fulfilling the advocacy and services needs of its membership. The RSU recognises 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

14.3 To meet the diverse needs of marginalised groups, the RSU will undertake education and campaign work, conduct outreach, offer services and organise social initiatives that enhance the post secondary experience for marginalised groups and issues, the rest of the RSU membership and the Ryerson community as a whole. The RSU recognises the following groups as marginalised constituents at Ryerson and will establish specific resources to improve the lives of:

   i. women,
   ii. students with disabilities,
   iii. racialised 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 RSU has adopted the following policy for the creation of its Equity Service Centres.

Definitions

14.3 Equity Service Centres

The Equity Service Centres are a designated service belonging to the RSU. These groups aim to provide spaces for marginalised members of the campus community to organise campaigns and provide education, outreach initiatives, events and offer a service function to a designated group. All Equity Service Centres must
operate with an anti-oppression framework and must available to members of the Ryerson community, with an emphasis on students.

Protocol

14.4 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: Rationale for why the establishment of the Equity Service Centre is needed, its purpose in the community and overall goal for meeting the needs of marginalised RSU members on campus;

   ii. Evidence that such a Equity Service Centre does not significantly overlap in scope or function with an existing Equity Service Centres;

   iii. A contact list of at least fifty (50) current RSU members that would support the creation of a new service group in the way that the document proposes;

   iv. An overview of potential campaigns, events and service initiatives that the proposed group could offer;

   v. Through communication with the RSU Vice President Equity, and with help of the Equity and Campaigns Organizer, those seeking to create a new Equity Service Centres must obtain approval, in writing, by a majority vote of staff of the Equity Services Centres and CESAR Designate;

   vi. 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.

14.5 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.

14.6 Dissolving of Equity Service Centres

   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 RSU for redistribution to other service areas of the Students' Union.

14.7 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 RSU 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. Organise and maintain advocacy work and campaigns that are within the mandate of the RSU but may not have been approved or are formal policy of the RSU.

14.8 Operations

i. Activities of the Equity Service Centre will be primarily focused on work that serves the RSU 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 Ryerson University campus in downtown, Toronto;

iii. 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;

iv. Each Equity Service Centre is required to generate revenue through fundraising as determined by the Board of Directors each year;

v. Centres 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;

vi. Equity Service Centres must adhere to all by-laws, guidelines and policies of the RSU designated for service centres to ensure the effective operation that meets the needs of marginalised RSU members.

14.9 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 RSU;
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 Operations and Executive Director Operations;

iii. Hiring Process will include a one to two (1-2) week job posting to be advertised on the RSU website and through any other RSU communication channels, as well as interviews of potential candidates;

iv. All hiring must be done by a hiring committee made up of the following 4 members: 1 designate from CESAR, 1 designate from the RSU Executive Team, Equity and Campaigns Organizer, Executive Director Communications and Outreach;

v. Hires will be decided by a majority vote of the aforementioned committee;

vi. All Equity Service Centre part time staff must report to and will be supervised by the Equity and Campaigns Organizer;

vii. Executive members shall have no direct supervision role;

viii. Equity Service Centre part time staff members are to be responsible for the day-to-day operations of the Equity Service Centre;

ix. Equity Service Centre part time staff members are responsible for the organising 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 RSU Equity and Campaigns Organizer.

4.10 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-RSU 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-authorised by the Equity and Campaigns Organizer;

iii. All receipts must be presented to the Equity and Campaigns Organiser within a week of purchase;

iv. No individual connected with an Equity Service Centre may realise 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.

4.11 Donations and Fund Raising
i. Equity Service Centres are encouraged to solicit donations from individuals or groups within and outside Ryerson University and to raise funds through revenue generating activities such as sales and social events;

ii. Donations that include naming or ownership requirements or provisions, or corporate ties that contradict the mandate of the RSU are not permitted;

iii. Donations must be paid to the order of the Ryerson Students’ Union and will be accredited to the Equity Service Centre budget for the Centre that raised the donation;

iv. 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 RSU Board;

v. 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;

vi. 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;

vii. Funds in the Equity Service Centre’s carry over account may be utilised in a future fiscal year at the discretion of the Equity Service Groups in consultation with the designated RSU staff member;

viii. 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 RSU Executive;

ix. 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.

4.12 Reporting

Equity Service Centres 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 Centres for that fiscal year.

4.13 Designated Equity Service Centre

i. The Equity Service Centres as ratified by the Board of Directors are:
   - RyePRIDE
   - Centre for Women and Trans People
- Good Food Centre
- RyeACCESS
- Racialised Students Collective
- 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 Centres as approved by the Board.
Scope

15.1 This Policy applies to all events of the Ryerson Students' Union

Policy

15.2 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

15.3 The following statement will be read aloud during the opening address of all meetings and events:

Ryerson 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 behaviour 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 #16

Ethical Purchasing Policy

ADOPTED: January 18, 2006
AMENDED: N/A

64
Preamble

16.1 The Ryerson 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 RSU is committed to upholding the values and principles of Ethical Purchasing. Recognizing that oppressive working conditions are the reality of workers worldwide, the RSU 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 RSU 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

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

Protocol

16.3 Purchase Paper

RSU 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.

16.4 Purchase of Goods and Services

i. The RSU 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 labour or child labour;
   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 #17

Executive Cellular Telephone Reimbursement

ADOPTED: November 8, 2006
AMMENDED: N/A
Scope
17.1 This policy applies to At large executive members of the Ryerson Students’ Union.

Preamble
17.2 The Ryerson Students Union recognizes that having an accessible Executive Committee is a benefit to the students’ union. The RSU 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 RSU has adopted the following policy as an Executive Cellular Telephone Reimbursement Policy.

Policy
17.3 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
17.4 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 RSU website
ii. The RSU handbook
iii. RSU business cards
iv. Standard e-mail signature
v. Standard voicemail greeting
vi. Promotional materials where the Executive Committee member is the primary contact
17.5 Telephone Reimbursement
Each member of the Executive Committee will receive a monthly reimbursement of up to $80 for general cellular telephone expenses.

17.6 Data Reimbursement
Each member of the Executive Committee will receive a monthly reimbursement of up to $40 for data expenses.

17.7 Collecting Reimbursement
Executive Directors must submit a cheque requisition with original receipts to the RSU Finance Coordinator in order to get reimbursed.
Operations Policy # 18

Graduate Executive Honoraria Policy

ADOPTED: October 13, 2009
AMENDED: N/A

Scope
18.1 This policy applies to members of the Graduate Executive Committee, excluding members of the At large Executive that also sit on this committee.

Preamble
18.2 This policy outlines the process for determining the honoraria presented to members of the Graduate Executive Committee of the Ryerson Students’ Union.

Definitions
18.3 Graduate Representative Committee includes Graduate Chairperson, Deputy Chairperson Education, Deputy Chair Person Student Life and Events Deputy Chair Person Finance, and the At Large Representative from the Graduate Council.

Policy
18.4 A budget recommendation will be made by the Graduate Representative Committee to the Finance Committee as part of the Graduate Representative Committee’s budget proposal, and then approved by the Board of Directors for inclusion in the Students’ Union’s budget.

18.5 One third of the total amount budgeted for honoraria will be allotted for each academic term of the fiscal year.

18.6 In each term, the maximum honorarium any single individual can receive is $600. These funds will be presented at the end of each academic term of the fiscal year.

18.7 If a member of the Graduate Representative Committee resigns before the end of their term, the amount presented will be pro-rated against the time for which they served.

18.8 The Graduate Chairperson with consultation with the Executive Director Communications and Outreach will determine the appropriate amount in honorarium to be given to each Graduate representative based on meetings attended, work done and involvement in Grad Council Activities each term.

Operational Policy #19

Graduate Students’ Associations
Preamble

19.1 The Ryerson Students' Union represents both full time undergraduate students and all graduate students at Ryerson University. In recognition that Grad students have specific needs that RSU structure has created space allow for graduate students to organize about program specific issues through the creation of Graduate Course Unions.

Definition

19.2 Graduate Course Union refers to campus groups that exist for the purpose of organizing graduate students based on their program of study.

Protocol

19.3 Creating a Graduate Course Union

   i. Like Course Union, The RSU will automatically recognize a Graduate Course Union for every Graduate program at Ryerson;
   ii. Students may communicate with Campus Groups Administrators for direction on how to access funding and resources.

19.4 Graduate Course Unions for New Programs

   i. In the event that a new graduate program is created at Ryerson, the RSU will set aside funding for the creation of a new course union;
   ii. The Graduate Chairperson, with the help of the Campus Groups administrator, will connect with the Program director or administrator to identify a time or way to communicate with all students in the program. Communication with students can be through email, or by visiting a class of all students;
   iii. The Graduate Chairpersons will seek nominations for Graduate Course Union Executive Members, and will facilitate an election process;
   iv. Successful candidates will be determined by a majority vote;
   v. New Course Union will be ratified by the Graduate Council.
19.5 Graduate Course Union Operations

i. The actions of a Graduate Course Union must not be contrary to the Ontario Human Rights Code, policies of the Ryerson Students’ Union, Student Centre Policies or the Policies of the University;

ii. No individual connected with a Graduate Course Union can realize any financial gain from the Graduate Course Union actions or activities;

iii. Since Graduate Course Unions are funded by the Ryerson Students’ Union for the benefit of Ryerson graduate students, all activities must be directed towards graduate students;

iv. All Graduate Course Unions are expected to undertake projects and programs to benefit their members as defined by clause one of this policy;

v. The Graduate Course Union must submit the required Student Risk Assessment forms to the office of Student Programs when an off-campus event is directly sponsored by the Graduate Students’ Association. Forms must be submitted fourteen (14) days before an event is scheduled;

vi. All Graduate Course Unions are required to have a valid constitution and must submit a copy to the Campus Groups Administrator annually, signed by a Graduate Students’ Association signing officer no later than October 31st;

vii. All Graduate Course Union are required to file a valid executive list with valid student numbers, addresses, and telephone numbers of each executive member, with signatures of signing officers on an annual basis no later than October 31st;

viii. At least one graduate student who is a member of their Graduate Course Union shall be appointed to coordinate and liaise with the Graduate Representative Committee and the Council on issues pertaining to the Graduate Course Union, the annual member transition and awareness to graduate students;

ix. Each Graduate Course Union must nominate at least one representative to sit on the Graduate Council as a voting member no later than no later than October 31st of each year;

x. A Graduate Course Union position on the Graduate Council shall be deemed vacant and base funding shall be withheld from the Graduate Students’ Association if a Graduate Course Union fails to appoint a representative to the Graduate Council by December 1st;
xi. A Graduate Course Union position on the Graduate Council shall be deemed vacant and base funding shall be withheld if a Graduate Students’ Association or appointed representative of a Graduate Course Union neglects to provide the Graduate Executive Committee with written notice of regrets within three business days of the meeting and after failing to attend two consecutive or three non-consecutive Graduate Council meetings;

xii. When an executive member of a Course Union is no longer active, resigns or their term ends, it is the responsibility of this executive member to contact the Campus Groups Administrator;

xiii. No membership fee may be levied on any Ryerson Students’ Union member to participate in and be a member of a Graduate Course Union;

xiv. The Campus Groups Administrator is responsible for providing the Course Union with a copy of all Ryerson Students’ Union and Graduate Course Union policies on a yearly basis.

19.6 Funding Policy

i. Approval of grant applications from any Graduate Course Union for funding must be obtained by the Graduate Executive Committee’s Ad Hoc Grant Committee prior to the event or activity taking place;

ii. An official receipt or invoice must be presented to the Campus Groups Administrator with a cheque requisition form signed by two of the designated signing authorities of the Graduate Course Union. The receipt must indicate information regarding the nature of the purchase(s) and a description of how this purchase(s) directly benefit the membership of said Graduate Course for the event or activity;

iii. A revenue deposit form must be completed whenever revenue is realized from an event or activity and submitted with the corresponding funds to the Campus Groups Administrator for deposit;

iv. The Ryerson Students’ Union administers a Trust Account for each Graduate Course Union. If it has been determined that an event realized a profit and the monies were not submitted to the Campus Groups Administrator for deposit within one week of the event, no money will be released from the Trust Account for one year;

v. The Ryerson Students’ Union Trust Account system removes the need to operate bank accounts. If it is discovered that a Graduate Course Union is holding a separate bank account, all assets will be immediately
frozen including the Course Union specific Trust Account. Graduate Course Unions can regain these assets once the outside account is closed and the balance is transferred by the Campus Groups Administrator into the Trust Account.

19.7 Restrictions

i. No loans will be issued by the Ryerson Students' Union for any reason or purpose;

ii. No grants will be issued to cover the cost of alcohol for any event.
Operational Policy #20

Graduate Travel Grants

ADOPTED: February 27, 2012
AMENDED: N/A

Preamble

20.1 The Ryerson Students’ Union Graduate Travel Grant Program will distribute funds as budgeted to graduate student members who have attended an academic conference or workshop to present research papers, posters or other presentations. The travel grant is meant to supplement other sources of funding for academic travel.

Protocol

20.2 A Travel Grant Committee made up of the Deputy-Chairperson Finance and two members of the Graduate Council will review applications anonymously.

20.3 In the absence of this committee, the Graduate Executive Committee will review the applications.

20.3 Applications

Applications for RSU Graduate Travel Grants are accepted year round.

i. The applications are reviewed four times in a year; March 31st, June 30th, September 30th, and December 31st;

ii. The maximum amount awarded per student is $500.00 per year;

iii. Applications will be delivered in person to the front desk at the RSU main office and processed by the Internal Coordinator in collaboration with the Executive Director of Communications and Outreach;

iv. Applications will be reviewed by the Graduate Representative Committee who will award the grants based on the nature of participation at the conference, financial need and endorsement of supervisor (if relevant);

v. Applications can be made before the trip occurs.

20.4 Notification

i. Applicants will be notified of the approval or denial of their application by email, within two weeks of the closing of the application period;

ii. Funds will not be disbursed until original receipts from the trip have been provided to the RSU. The award will be given in the form of a cheque.
Applicants must submit receipts within 2 weeks of the date of the conference;

iii. Approved applications that are not claimed through the provision of receipts will be deemed ineligible by April 30 of the fiscal year in which the applicant applied.

20.5 Restrictions
Members of the Graduate Executive Committee, the Travel Grants Committee and members of the RSU Board of Directors are not eligible for travel grant funding.
Operational Policy #21

Hiring

ADOPTED: August 25, 2005
AMENDED: N/A

Scope

21.1 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

21.2 The Ryerson 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

21.3 For all hiring, the Students’ Union must take care to ensure all Human Rights legislation and the Discrimination and Harassment Policy of Ryerson University adhered to, both in law and in spirit, and that expectations and understandings of such provisions are clear and easily understood.

21.4 Work-study
Where possible, the RSU 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 Ryerson University Human Resources department via the web at: www.ryerson.ca/hr

21.5 International Students
Where possible the RSU will use Ryerson’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.
21.6 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)

21.7 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 Ryerson 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.”

21.8 Employment Equity

i. The Students 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 Ryerson 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.

21.9 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.

21.10 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.

21.12 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)

21.13 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 RSU 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 Ryerson Students' Union.

Operational Protocol #22
Living Wages
Scope

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

Preamble

22.2 The Ryerson Students Union believes that all part time staff have the right to be adequately compensated for their work.

Protocol

22.3 Part time staff will get paid on a bi weekly basis either through work study on the internal RSU budget.

22.4 Part time staff will have the right to vacation pay.

22.5 Part time staff will have received deduction of Ontario and federal taxes, EI, and CPP.

22.6 Part time staff will receive a pay stub outlining hours paid and tax contribution made.

22.7 Part time staff will receive at minimum, a minimum wage that is consistent with the Ontario Minimum wage.

22.8 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 #23
Media Protocol
ADOPTED: August 25, 2005
AMENDED: May 2006

Scope

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

Preamble

23.2 The Ryerson 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 RSU. The following policy on Media Protocol describes the procedures that the RSU 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

23.3 When a media request is received, irrespective of the media source, it must be addressed to the President of the RSU. 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.

23.4 The President will recommend the individual best suited to respond to the story to the reporter.

23.5 In a situation that the media request is urgent and the President is not available, the Executive Director Communications and Outreach bares the responsibility to oversee proper handling and forwarding of the request.

23.6 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.

23.7 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.

Operational Policy #24

Members Health and Dental Plan
Preamble

24.1 The Ryerson 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 Ryerson.

Protocol

24.2 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 Ryerson Students’ Union will take appropriate measures to notify students of their expiring opt-out cheque before it comes null and void.

24.3 Fees: Members and Dependents

i. The Ryerson 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. The fee shall not exceed the cost to the Ryerson Students’ Union whether for administration, costs from the insurer, or costs from the broker.

iv. The Ryerson 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.
24.4 Staff Support
The Ryerson Students’ Union shall retain a full-time staff member to administer the health and dental plan for Ryerson Students' Union members.

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

24.6 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.
Preamble

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

Protocol

25.2 The Ryerson Students' Union shall establish a standing, ad-hoc Multi-Faith council, that will:
   i. Be chaired by the President of the Ryerson Students Union;
   ii. Be resourced by staff of the RSU including the Campus Groups Administrator and the Equity and Campaigns Organizer;
   iii. Consist of one representative from every RSU designated faith group;
   iv. Meet at least twice during the Fall and Winter semesters.

25.3 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.

25.4 The Council will exist in order to initiate education and awareness campaigns and to promote both harmony and tolerance around campus.
Operational Policy #26
Policy Manual

ADOPTED: January 26, 2005
AMENDED: N/A

Preamble

26.1 The policy manual aims to document the protocols of day to day operations of the students’ union as well as its position on particular issues.

Protocol

26.2 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.

26.3 A Policy Resolution passed by a two-thirds (2/3) vote or by a simple majority after one week’s notice shall be considered Policy of RSU.

26.4 It must be stated in the actual resolution that it is a Policy of RSU.

26.5 In order to rescind a policy of the RSU, 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.

26.6 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
Definitions: 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 to
Definitions: Where possible clarify any language relevant to the policy
Policy: Include Student Union Supports, and Student Union Opposes
Operational Policy #27
Poster Policy

ADOPTED: January 22, 2003
AMENDED: N/A

Preamble

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

Policy

27.2 Ryerson Community members (students, staff, faculty, departments, course unions, student groups) may receive a stamp for:
   i. Roommates wanted, places for rent (must show Ryerson student ID);
   ii. Personal items for sale, incl. Textbooks, computers, etc. (must show Ryerson Student ID);
   iii. Rides (must Ryerson Student ID);
   iv. External events that benefit Ryerson groups or Ryerson projects.

27.3 If the material contains religious/political messages approval must be given by the President or Campus Groups Administrator in their absence.

27.4 Ryerson 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.

27.5 Restrictions
Non-Ryerson community members may not have their posters stamped.
Operational Policy # 28
Pro-Choice Student Union

ADOPTED: October 2007
AMENDED: N/A

Scope

Preamble

28.1 The Ryerson Students’ Union prohibits all forms of harassment and discrimination on the base of race, class, religion, sec, gender, or gender identity. As per section 2 of the 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; and
   iv. Freedom of association.

Definitions

28.2 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.

28.3 Pro-choice describes the view that a woman should have the right to determine what she does with her sexual and reproductive health. It is the moderate and widely supported stance which 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.

Protocol

28.4 The RSU respects and affirms a women’s right to choose. No RSU resources, space, recognition or funding will be allocated to enhance groups/individuals whose primary/sole purpose is anti-choice activities. Such activities are defined as any campaigns, actions, distribution, solicitation, or lobbying efforts that seek to limit an individual’s right to choose what they can or cannot do with their own body.

28.5 Further, no RSU resources, space, or recognition or funding will be allocated to enhance groups/individuals who are members of or directly affiliated with external organizations with the primary/sole purpose of anti-choice activities.

Operational Policy #29
Professional Development Policy

ADOPTED: July 26, 2006
AMENDED: N/A

Scope

29.1 The principles and purpose of this policy apply to all Ryerson Students’ Union full time employees unionized within Units 1 and 2 of the Ryerson 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

29.2 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 Ryerson Student's Union employees must be achieved in the context of the Ryerson Student's Union’s financial limitations and opportunities.

Policy

29.3 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 Ryerson 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.

29.4 This policy references other Ryerson 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

29.5 The purposes of this policy are to:

provide a framework by which the Ryerson 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

29.6 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.

29.7 Academic Term: Academic term refers to terms defined by the university/college/institution in its academic calendars.

29.8 Course: Regular periods of class instruction scheduled at intervals over a substantial part of the year.

29.9 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 RSU 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.

29.10 Professional Development: Programs that develop professional potential and help staff to prepare for the achievement of broader professional goals within the Ryerson 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
29.11 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 Ryerson 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.

29.12 Employees

i. Follow the Ryerson 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.

29.13 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 1.

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 Ryerson 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.

29.14 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.

29.12 Eligibility

i. Members of Units 1 and 2 of the Ryerson 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.

29.13 Eligible Reimbursement
i. Required Educational Allowance
   a. The Ryerson Students’ Union shall pay the full cost of any course determined to be required for the operation of the Employee’s job and determined to be work related (see also definition of “work-related”).
   b. 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
   a. The Ryerson Students’ Union may agree to reimburse all, some, or none of the associated costs for work related Requested Educational Allowances.
   b. The Tuition fee for programs approved as Requested Educational Allowance will be reimbursed up to a maximum of $1,000 per year.
   c. 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
   a. 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.
   b. The Ryerson Students’ Union may agree to reimburse all, some, or none of the associated costs for work related Professional Development Allowance.

29.14 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.
29.15 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 \textit{Required Educational Allowance}, \textit{Requested Educational Allowances} and \textit{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 Labour 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 \textit{Required Educational Allowance}, \textit{Requested Educational Allowances} or \textit{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 Labour 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 #30

**Promoting Access to Water**

ADOPTED: September 21, 2012
AMENDED: N/A

**Preamble**

30.1 In adherence to Ryerson’s Bottled-Water Free Pledge, The Ryerson Students’ Union will work to ensure that appropriate public drinking water facilities are available to members at any and all events.

**Protocol**

30.2 Any and all performers contracted for Ryerson Students’ Union events who request water service shall only be provided with public water as stated by Ryerson’s Bottled-Water Free Pledge.

30.3 Sponsors for events hosted by the Ryerson Students’ Unions must also abide by the Bottled-Water Free Pledge and refrain from distributing and/or selling bottled and/or private water.

30.3 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 Ryerson Students’ Union.
Operational Policy #31

QUORUM

ADOPTED: March 20, 2003
AMENDED: N/A

Preamble

31.1 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 RSU.

Protocol

31.2 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.

31.3 If no quorum is present, the meeting shall be adjourned until the next meeting of the membership.
Operational Policy #32
Recognition and Respect for Uceded Traditional Territories of Indigenous Peoples

ADOPTED: July 13, 2012
AMENDED: N/A

Policy

32.1 Respect for and recognition of the rights and land of the Indigenous Peoples shall be demonstrated at all meetings and events of the RSU. 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, honour and sustain that land as settlers on it.

Protocol

32.2 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.”
Operational Policy #33
Sponsorship and Endorsement

ADOPTED: June 16, 2012
AMENDED:

Policy

33.1 The Students’ Union shall sponsor public events, organisations 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

33.2 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.

33.3 Sponsorship and Endorsement will follow standing policies of the Ryerson Students’ Union; including but not limited to promoting:
   i. Public 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

33.4 Members of the Ryerson Students’ Union and requests directly affecting the Ryerson community will have priority in requests for Sponsorship and Endorsement.

33.5 The Executive Committee will provide budget recommendations regarding sponsorship to the Vice-President Finance at the beginning of the fiscal year.

33.6 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 Ryerson students, education/awareness of the Ryerson community and events or initiatives that seek to promote equity and the mandate of the Students’ Union.
33.7 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 #34
Standing RSU Services

ADOPTED: April 25, 2005
AMENDED: October 13, 2009

Preamble

34.1 The RSU offers a number of 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 RSU 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 RSU has adopted the following policy for its standing services:

Description

34.2 Standing Services are ultimately in place to serve the membership of the RSU and must offer services that are of high quality, are accessible to all members of the RSU 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

34.3 Establishment of Standing Services

i. Members wishing to establish a new RSU Standing Service must submit in writing a proposal for the creating of a new Standing Service to the RSU Executive. Said proposal must including the following:
   a. An explanation of the benefits for the membership of the RSU;
   b. A draft annual budget;
   c. A mission statement;
   d. A timeline for implementation;
   e. An explanation of the need for the service;
   f. A proposed terms of reference.

ii. Upon receipt of this proposal, the RSU Executive Committee will present the proposal to the Board of Directors who, upon a 2/3 majority vote may establish a new Standing Service.
34.4 Dissolving of Standing Services

i. The RSU 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 #35

Student Group Appeal Policy

ADOPTED: October 10, 2004
AMENDED: N/A

Preamble

35.1 Applicants seeking status as a RSU student group must first fulfill requirements as outlined in RSU Student Groups Policy. Should the Student Groups Committee reject the application, the following guidelines shall apply. For the purposes of this policy, the student or students making an appeal are herein referred to as the appellant.

Protocol

35.2 Notification

Upon denying Student Groups status to any applicant, the Student Groups Committee will provide a copy of this policy to the applicant within one business day.

35.3 Appeals

i. Upon receiving a request from the appellant, the Vice President Student Life and Events shall draft a letter detailing the reasons for denial by the Student Groups Committee, within 10 business days of receiving such a request;

ii. Where an appeal is desired, the appellant must notify the Vice-President Student Life and Events in writing of their intention to appeal the Student Groups Committee’s decision to the Executive Committee within 10 business days of such a decision by the Student Group Committee;

iii. Upon receiving notice of an intention to appeal, the Vice-President Student Life and Events will inform the appellant of the date, time and place of the next Executive Committee meeting and will take steps to add this item to the next meeting agenda;

iv. Upon hearing a presentation by the appellant the Executive Committee, within 10 business days, of such decision by the Student Groups Committee, may:
   a. Present the appellant to the Board of Directors for a final determination on the application in question at the next regularly scheduled Board of Directors meeting. A group
without endorsement by the Student Groups Committee will require a two-thirds majority vote to be ratified; or,
b. Require the appellant to return to the Student Groups Committee for further discussion and amendment where deemed necessary.

v. If the appellant chooses not to engage in consultation and discussion with the Student Groups Committee and other affected groups or individuals, it may be sufficient grounds for the appeal to be deemed closed, at the discretion of the Executive Committee;

vi. No appellant may appeal their denial of status to the Board of Directors without following the procedures established in this policy;

vii. Upon a decision by the Executive to present the appellant to the Board of Directors, the Vice President Student Life and Events will take steps to ensure this item is added to the Board of Directors agenda, for their next regularly scheduled meeting. An appellant whose application was denied by the Student Groups Committee must gain a 2/3 majority at the Board of Directors to be ratified. Should the Board of Directors deny ratification the appeal shall be deemed closed.

35.4 Restrictions

i. No person or persons shall be permitted to hold an Executive position on any RSU groups or course union if they have willfully provided false information to the Board of Directors;

ii. The person or persons in question will be immediately removed from their position as an executive of the Student Group;

iii. Any appeal on this decision must be made to the Board of Directors.
Operational Policy #36
Student Group Policy

ADOPTED: March 20, 2003
AMENDED: November 29, 2005

Scope
36.1 This Policy applies to all RSU Student Groups.

Definitions
36.2 A Student Group refers to campus groups that exist

Policy
36.2 The Student Group’s actions must not be contrary to the Ontario Human Rights Code, RSU or the University’s policies.

36.3 No individual connected with the Student Group can realize any financial gain from the student group’s actions or activities.

36.4 Since Student Groups are funded by RSU for the benefits of Ryerson students, all efforts should be made to ensure activities be directed towards students and be held on campus unless advance permission is obtained from the Campus Groups Administrator for an off-campus event.

36.5 Any allocation greater than $1,000 must receive approval from the RSU Executive Committee.

36.6 All Student Groups are required to have a valid constitution and must submit a copy to the Campus Groups Administrator annually, no later than September 30th of each year, signed by the Student Group’s signing officer.

36.7 All Student Groups are required to file a valid Executive list with valid student numbers, addresses, telephone numbers of the Executive members, with signatures of signing officers on an annual basis no later than April 1st.

36.8 All Student Groups are required to file a membership list annually, no later than September 30th of each year, of at least twenty (20) RSU members indicating names and Ryerson student numbers. RSU may exercise the right to confirm the validity of these numbers.

36.9 A RSU student group is not deemed as recognized unless a complete record of its signing officers and executive members has been submitted to the Campus Groups Administrator by May 1st of each year.
36.10 All funds, benefits and privileges extended to the student group will be withdrawn until this document has been fully completed and is received by the Campus Group Administrator. If a group’s completed list of signing and executive officers is submitted between May 2\textsuperscript{nd} and September 15\textsuperscript{th}, then the group must re-apply to the Student Group Committee with:

i. A revised constitution signed by its executive officers.
ii. A list of 20 members.
iii. A list of the proposed activities.
iv. A completed executive officers signing list.

36.11 Student Groups may not charge levies or membership fees to RSU members.

36.12 No one from outside Ryerson community can become a member of any Student Group without paying a membership fee of $5 per semester. All fees must be given to the Campus Groups Administrator for deposit to the Group’s Trust Fund.

36.13 The Student Group Committee may ratify the group at that time after with the group will resume receiving all funds, benefits, privileges and its full status.

36.14 If a Student group does not hand it its fully completed executive officer signing list by September 15\textsuperscript{th} then that group must re-apply for ratification through the existing policies of recognizing new groups in accordance with RSU by-laws and policies.

36.15 All funds, benefits and privileges will be withdrawn until the RSU Board of Directors ratifies the group.

36.16 Funds cannot be claimed retroactively from a time period when the group was deemed as not recognized.

36.17 Probation will be applied as outlined in the Probation, Termination Policy and procedures.

36.18 Restrictions

i. RSU groups may not proselytize;

ii. Groups may not be affiliated with any Provincial or Federal politics.
Operational Policy #37

Student Group Probation Policy

ADOPTED: June 16, 2004
AMENDED: N/A

Scope
37.1 This Policy applies to all RSU Student Groups.

Preamble
37.2 A Student group may be put on probation if the Student group Committee has reasonable evidence that the student group has violated one or more policies.

Protocol
37.3 Notification
i. The group will be notified of this action via email, letter in their student group mailbox and telephone requesting the group’s attendance at next scheduled Student group Committee meeting at which time evidence will be presented;
ii. This notice will be delivered no less than five business days prior to the meeting;
iii. The written notice will outline the policies that have been allegedly violated.

37.4 Meeting
i. The Student Group executives will have the opportunity to defend their student group and their executive status at the meeting.

ii. The Student Group Committee will decide on the student group status immediately following the probationary meeting to be determined by majority vote. The Student group and Student Groups Commissioner will issue a written statement of the committee’s decision outlining the terms of probation no more than two business days flowing the meeting. This letter will be delivered via email and through their student group mailbox. It is the responsibility of the Student group to access this letter.

iii. The Student group Committee will decide the terms of the probation including:
   a. Length
   b. Budgetary Restrictions
   c. The withdrawal of the privilege of applying for grants
d. Limitations on events including the opportunity to host off-campus events

iv. Failure of the Student group to send one or more of their executives to this meeting will result in automatic probation that will include all of the above penalties.

v. The student group may not appeal the decision of the Committee.

37.5 Appeal of Probation

i. Probation may only be lifted upon a meeting to take place not less than five business days prior to end of the designated probationary term.

ii. Notification of this meeting will be delivered via email, letter in student group’s mailbox and telephone requesting the Student group’s attendance at the next scheduled Student group Committee meeting at which compliance with policies and probation will be assessed. This notice will be delivered no less than five business days prior to the meeting.

iii. The Student group will have the opportunity to defend their full status at the meeting.

iv. The Committee will decide by majority vote if the probation is to be lifted, extended or the group dissolved.

v. Failure of the Student group to send one or more of their executives to this meeting will result in automatic dissolution of the group.
Operational Policy #38
Student Groups & Course Unions – Accessibility Fund

ADOPTED: November 11, 2004
AMENDED: N/A

Scope
38.1 This Policy applies to all RSU Student Groups and Course Unions.

Policy
38.2 Student Groups and Course Unions may apply for funding from the Campus Groups Accessibility Line in the RSU Budget; this funding is made available so that accommodations can be secured in order to ensure the participation of all students, regardless of ability.

Protocol
38.3 In order to access the funding:

i. Student Group and Course Union representatives must apply, via email to the Internal Coordinator, a minimum of one week in advance of the date on which accommodations are needed.

ii. Information about resources, if needed, can be made available through the Internal Coordinator.

iii. Approval of funding will be communicated to the group within 48 hours.

iv. Funding requests from the RSU Budget must be evenly expended throughout each term, therefore half of base funding may be accessed per semester. For example, if a base budget of $500 is given for the year, only $250 may be accessed per semester. Any requests outside of given terms must be approved by the Student Group Committee.

v. With approval secured, service providers may invoice the RSU directly or payment can be made in advance with reimbursements made through the Campus Groups Administrator.

vi. Advertisements for all events should include information about the accessibility of the venue and event as well as any accommodations that are provided. Contact information should be provided to allow members to request accommodations if needed.

Operational Policy #39
Student Union Autonomy

ADOPTED
AMENDED

Preamble

39.1 Administrative and government interference in the democratic processes of students’ unions are almost always based on political considerations and are a direct attempt to hinder or cease to work of the students’ union that may or may not be in direct opposition to the interests of external bodies. As an advocacy organization, it is the right of students’ unions to oppose administrative or government policy, educate its members on the detrimental effects of such policies, and mobilize to defeat or repeal it.

General Description

39.2 As an incorporated entity separate from Ryerson University, the Ryerson Students Union is accountable only to its membership and exercises full autonomy in all its operations, policies, and electoral processes. Only the membership has the sole authority to order any action of the RSU. The RSU is opposed to any and all interference from external bodies and the solicitation thereof.

Policy

39.3 As an incorporated entity separate from Ryerson University, the RSU opposes all attempts by external parties to interfere with its autonomy as a separate entity.
39.4 The RSU is accountable only to its membership, and accordingly takes direction from them in all manners relating to the policies and operations of the union. The membership has the sole authority to order any action from the RSU and can do so during its annual general meetings, annual general elections or any process outlined in the unions operations policies, constitution and bylaws as appropriate.
39.5 The RSU is the sole authority in holding their elected representatives to account through general membership meetings, elections, by-elections, referenda or any other decision-making structure as outlined in the constitution, bylaws and operating policies of the union.
39.6 The RSU advocate on behalf of their membership and provide cost-saving services.
39.7 The RSU has the right to have membership fees remitted by administrative authorities in a regular and timely fashion without preconditions
39.8 The RSU has the right to hold independent, democratic elections without the oversight or interference of any external body, including but limited to representatives from the University administration, members of parliament, city council, or any public service staff.
39.9 The RSU opposes:

i. Any and all interference from university administrations or any level of
government in RSU operations, policies and practises, or electoral
processes;

ii. The withholding or refusal to remit membership fees to the RSU by the
university administration for any reason;

iii. Any attempts to change or modify membership criteria, the structure of
membership fees, or the processes by which said fees are collected and
remitted to the RSU by external bodies such as the municipal, provincial
or federal governments or the university administration;

iv. Any characterization of democratically-run students’ unions as ‘student
governments,’ a semantic shift that appeals to the practice of external
interference;

v. Any attempt to solicit external interference in RSU finances, operations,
policies or electoral processes.

Operational Policy #40
Used Book Room Policy

ADOPTED: November 29, 2007
AMENDED: August 2010
Scope

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

Definitions

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

Protocol

40.3 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.

40.4 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.

40.5 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.

40.6 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 RSU from issuing tax credits for books that are donated to the Used Book Room, or have expired and been donated to organisations the union supports.

40.7 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 #41

Workplace Violence and Harassment
Scope

41.1 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 of the above categories of workers in the students’ union.

Definitions

41.2 Workplace Violence
The occupational Health and Safety Act defines workplace violence as the exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker. It also includes an:

   a. attempt to exercise physical force against a worker in a workplace, that could cause physical injury to the worker; and
   b. statement or behaviour 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

41.3 Through accidental incidents of violence—such as tripping and falling into a co-worker—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 workplace violence.

41.4 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.
41.5 Domestic Violence

i. Though this happens more frequently outside of the workplace, the Ryerson 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;

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

iii. The Executive Director should 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.

41.6 History of Violent Behaviour

If the students’ union is aware that an individual or individuals with histories of violent behaviour is frequenting the workplace, harassing staff, or physically/emotionally assaulting employees, every reasonable precaution will be taken to minimize their interaction with staff and a protocol will be put in place to direct employees and management on how to intervene if the individual becomes aggressive.

41.7 Workplace Harassment

i. The Occupational Health and Safety Act defines workplace harassment as engaging in a course of vexatious comment or conduct against a worker, in a workplace - behaviour that is known or ought reasonably to be known to be unwelcome.

ii. The comments or conduct typically happen more than once. They could occur over a relatively short period of time (for example, during the course of one day) or over a longer period of time (weeks, months or years).

iii. 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 behaviour that intimidates, isolates or even discriminates against the targeted individual(s).
iv. Workplace harassment often involves repeated words or actions, or a pattern of behaviours, against a worker or group of workers in the workplace that are unwelcome. This may include:

   a. making remarks, jokes or innuendos that demean, ridicule, intimidate, or offend;
   b. displaying or circulating offensive pictures of materials in print or electronic form;
   c. bullying;
   d. repeated offensive or intimidating phone calls or e-mails; or
   e. inappropriate sexual touching, advances, suggestions or requests

v. This definition of workplace harassment is broad enough to include harassment prohibited under Ontario’s Human Rights Code, as well as what is often called “psychological harassment” or “personal harassment.” This means that harassment can include discrimination based on various social identifies, including, but not limited to: race, religion, socioeconomic status, sex, gender-identity/presentations/expression, sexual orientation, ability, immigration status, marital status, family status, or linguistic ability.
One of the keys for a successful Students’ Union is to have the ability to manage its finances properly. These policies will enable the board to use the funds available with efficiency and accountability.
Financial Policy #1
Payment Process

ADOPTED: November 23, 2017
AMENDED:

Preamble

1.1 The purpose of this policy is to provide a clear process on how to obtain payments, complete check requisitions and receive approval for expenses.

Scope

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

Definitions

1.3 Volunteer: Is any member of a Students’ Union who is not paid a salary or an honorarium.

1.4 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

1.5 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

1.6 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)

1.7 Cheque Requisitions must be submitted before 6:00PM on Wednesday and Cheques will be ready for collection on Friday 12:00 Noon

1.8 Expenditures deemed unreasonable or inappropriate shall not be reimbursed.

1.9 The President shall have the authority to invoice the department Head/Exec for any inappropriate use of the personal expense account(s).

1.10 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
   A. Itemized original receipts are mandatory.
   B. Credit card payment slips are not sufficient. If a receipt does not have itemized amounts, the group or individual risks not getting reimbursed.
   C. Receipts from cash registers and invoices are acceptable forms of reimbursement deliverables.
   D. Invoices must have, at least, the vendor’s address and contact information and GST/HST numbers where applicable.
   E. If receipt is lost and seeking for reimbursement Executive Committee approval is required
   F. In special cases, if approved by Executive Committee, RSU 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.
   G. Invoice/Receipt date should be within 30 days from the date of cheque requisition
   H. If date of the invoice is beyond 30 days ExeCs needs to approve to process the payment
   I. Attach the itemized receipts in the order listed in cheque requisition
   J. Order Confirmations are not acceptable as receipts
   K. Photocopied invoices will not be accepted
   L. Credit card statement should be attached for foreign currency payment if not current rate would be applied to process.
   M. Sponsorship requests should be attached along with approved meeting minutes
V. Required approvals (emails, meeting minutes, Agreements) and signatures are mandatory before submission

1.11 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:
      A. name of confirmed vendors and relevant contact information
      B. money already spent
      C. sponsorship revenue, etc.

1.12 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

1.13 Only budgeted expenditures shall be permitted.

1.14 Expenditures that are over budget will require approval from the exec committee.

1.15 Wherever practical and reasonable, the employee purchasing the good or service must obtain a minimum of three price quotes.
1.16 Expenses incurred without the approval of the Executives or the Board are the responsibility of the purchaser and may be denied for reimbursement.

1.17 Alcohol, excluding stock for a licensed event or venue, may only be expensed if approved by the Executive Committee.

1.18 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.

1.19 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.

1.20 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

1.21 Stationery purchases should be made through RSU Internal Coordinator

1.22 Financial Controller has the authority to deny payments approved by President, Vp.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 | <= $5000 | Exec | Not Budgeted |
| Expenses, Reimbursements, Capex | >$5000 | Board | Not Budgeted |
| Expenses, Capex | >$5000 | Exec | Budgeted |
| RSU / Non-RSU Group Funding | <= $2500 | Exec |          |
| RSU / Non-RSU Group Funding | > $2500 | Board |          |

Table 2
<table>
<thead>
<tr>
<th>Title</th>
<th>Level of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>General Manager or Financial Controller or Vice President Operations</td>
</tr>
<tr>
<td>Vice Presidents'</td>
<td>President or General Manager or Vice President Operations</td>
</tr>
<tr>
<td>General Manager</td>
<td>President or Vice President Operations</td>
</tr>
<tr>
<td>Financial Controller</td>
<td>President or General Manager or Vice President Operations</td>
</tr>
<tr>
<td>Staff (Fulltime &amp; Part-time)</td>
<td>Supervisor or Exec as per the reporting hierarchy or General Manager or Financial Controller</td>
</tr>
</tbody>
</table>
Preamble

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

Protocol

2.2 Only the following individuals have cheque signing authority:
   - Executive:
     - President
     - Vice President Operations
   - Management
     - General Manager
     - Financial Controller

2.3 All cheques require two signatories.

2.4 Cheques more than $2000 must be signed by one individual in the "Executive" category, and one individual in the "Management" category; If its less than or equal to $2000 can be signed by any of the two signatories.
ADOPTED: November 23, 2017
AMENDED:

Preamble

3.1 This policy is to outline the process individuals within the Ryerson Students' Union must undergo in order to obtain a validly signed contract on behalf of the RSU.

Protocol

3.2 Before any contract is signed, the terms of agreement must be discussed amongst all the executives.

3.3 Details of any contract entered into by the RSU must be relayed to the President, General Manager and Financial Controller. If a contract is not communicated, Financial signing officers have the ability to deny a contract in consultation with the executive committee. These details may include but are not limited to the:

- Payment amounts associated with contract
- Length of contract
- Expenses associated with termination of contract
- Budgeted Line Item and available funds
- Payment terms of the contract
- Alternatives to said contract
- Justification for entering the contract

Financial Policy #4

Corporate Credit Card
Preamble

4.1 The Ryerson Students’ Union currently holds credit cards that are used for operational and capital purchases. This policy regulates the use of these credit cards.

Protocol

4.2 The following individuals are permitted holders of a Ryerson Students’ Union corporate credit card:
   - General Manager
   - Financial Controller

4.3 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.

4.4 All receipts and credit slips must be properly coded and retained by the cardholder until the credit card statement arrives.

4.5 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).

4.6 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 has the ability to approve or reject the explanation.

4.7 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.
Financial Policy #5
Petty Cash

ADOPTED: November 23, 2017
AMENDED:

Preamble

5.1 The Ryerson Students’ Union uses petty cash as a means of purchasing items relevant to the operations of the union.

Protocol

5.2 Petty cash can be obtained in advance for expenditure up to $500.00 by filling Petty Cash Request Form (Annex 7).

5.3 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.

5.4 Petty cash advances should be settled within 7 business days

5.5 In order to replenish the petty cash, a petty cash reconciliation is completed by Finance Coordinator and approved by Financial Controller.
Financial Policy #6

Group Funding Requests

ADOPTED: November 23, 2017
AMENDED:

Preamble

6.1 The RSU represents and manages the finance of multiple groups on campus. The policy clearly outlines the ways of approving group related expenditures.

Definitions

6.2 External Group: A group that is not a recognized group of the RSU. This may be an external organization, individual, society student group etc..

Protocol

6.3 Student Groups and Course Unions: Funding requests by the Student Groups and Course will go through their respective committee meetings. Cheque Requisitions regarding approved funding require approval from the Campus Group Coordinator and need to be submitted to Finance by the Campus Group Coordinator.

6.4 Affiliate Groups: Funding for Affiliate groups will be approved through the Executive Committee. Cheque Requisitions regarding approved funding require approval from the Campus Group Coordinator and need to be submitted to Finance by the Campus Group Coordinator.

6.5 Athletic Groups: Funding requests for Athletic Groups will go through the Athletics Committee. Cheque Requisitions regarding approved funding need to be submitted to Finance by the Vice President Student Life & Events.

6.6 External Groups: Funding for external groups require a majority approval vote from the Executive committee. After approval of the Executive Committee is given and minuted the Cheque Requisition to provide funding must be submitted by the Vice President Operations.

I. Any external group requesting for amounts greater than or equal to $2,500 will be made to the Board of Directors.

II. Any expenses that exceed the budgeted amount presented to and agreed upon by the RSU will be the responsibility of the purchasing party. Excess amounts will not be reimbursed without an additional funding request.

III. In order for a funding request to be granted, the decision must be a result of a majority vote of the respective committees.
IV. These decisions must be within the constraints of the budget. Signing authorities may not alter these decisions.

Financial Policy #7
Capital Expenditure Approval Process (CAPEX) & Depreciation Policy

ADOPTED: November 23, 2017
AMENDED:

Preamble

7.1 This policy outlines the approval process related to capital expenses.

Definitions

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

Protocol

7.3 If any capital natured items to be purchased it should be included in the budget and approved by the board.

7.4 If the requirement arises after the budget approval process and value is less than $5000 then the Executive committee can approve after receiving three quotes and deciding on the best quote based on all the criteria. If the cost involved is more than $5000 it should be moved to the board for the approval.

7.5 The “Capex Approval Form” (Annex 9) should be completed, approved and submitted to Finance before purchase of a capital natured item.

7.6 All amounts spent on capital natured items, including leasehold improvements, will be taken from the Capital Reserve Funds

7.7 The minimum value to capitalize an asset is $1000.00

Table 1

<table>
<thead>
<tr>
<th>Asset Type</th>
<th>Useful Life</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capital equipment</td>
<td>2-5 years</td>
</tr>
<tr>
<td>Leasehold Improvements</td>
<td>1-5 year</td>
</tr>
<tr>
<td>Computer Software</td>
<td>1-5 Years</td>
</tr>
</tbody>
</table>

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:

Preamble

8.1 RSU 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

8.2 At all times, the investments will be made as long as they are deemed legal by relevant laws.

8.3 The investments shall be made to benefit its membership and make sure to preserve the capital invested

8.4 Investments made shall ensure that it will not interfere with the day-to-day operations of the RSU in regards to liquidity.

8.5 All investment decisions require a majority vote from the board before moving forward

8.6 All RSU investments shall be made solely through the use of the RSU accounts

8.7 Sponsorship or any other revenue expected should be recorded in accounting through raising an invoice within 30 days of receiving confirmation about the sponsorship or revenue

8.8 “Invoice Requisition Form” (Annex 10) should be filled and submitted to finance if any invoice is required to be provided to external parties.

8.9 There should not be any invoice formats provided to external parties other than invoices raised by Finance.

8.10 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

8.11 If any event organized involving ticket sale using External Service Provider (e.g Eventbrite), the RSU bank account needs to be linked with that system and not any personal bank accounts.
8.12 The use of an External Service Provider requires a majority vote approval by the Executive Committee

8.13 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 #9
Cash/Cheque Deposit

ADOPTED: November 23, 2017
AMENDED:

Protocol

9.1 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.
Financial Policy #10  
**Honorarium Policy**

ADOPTED: November 23, 2017
AMENDED:

**Preamble**

10.1 This policy references the maximum amount a Board Director, Graduate Travel Grant and Emergency Grant recipients can receive. It also breaks down the timelines at which these funds should be allocated.

**Protocol**

10.2 **Board Honorarium**

Table 1

<table>
<thead>
<tr>
<th>Service Rendered</th>
<th>Executive committee &amp; Financial Controller meeting date for approval</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1st to Aug 31st</td>
<td>Sept 15th</td>
<td>Sept 30th</td>
</tr>
<tr>
<td>Sept 1st to Dec 16th</td>
<td>Jan 15th</td>
<td>Jan 31st</td>
</tr>
<tr>
<td>Jan 9th to April 15th</td>
<td>April 21st</td>
<td>April 30th</td>
</tr>
</tbody>
</table>

10.3 **Graduate Travel Grant**

Table 2

<table>
<thead>
<tr>
<th>Service Rendered</th>
<th>Executive committee meeting for approval</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once a month</td>
<td>After submission of Cheque Requisition</td>
<td></td>
</tr>
</tbody>
</table>
### 10.4 Emergency Grant

Table 3

<table>
<thead>
<tr>
<th>Conditions</th>
<th>Bursary Committee meeting for approval</th>
<th>Payment Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid in Fall and Winter Semesters</td>
<td></td>
<td>Once a month</td>
</tr>
<tr>
<td>Maximum of $500 per person per academic year</td>
<td></td>
<td>After submission of Cheque Requisition</td>
</tr>
</tbody>
</table>
Financial Policy #11
Audit

ADOPTED: November 23, 2017
AMENDED:

Protocol

11.1 A financial audit must be conducted every year by an outside accounting firm to ensure that proper accounting procedures are being followed

11.2 The firm conducting the audit shall change after a maximum of 5 years.

11.3 The firm conducting the audit will be brought up at the AGM and shall be approved by the general membership.
Financial Policy #12

Record Keeping

ADOPTED: November 23, 2017
AMENDED:

Preamble

12.1 This policy outlines the procedure for financial record keeping within the RSU.

Protocol

12.2 For record keeping purposes, once the cheque has been authorized by the appropriate signing authorities, the RSU will retain the documents listed below for a minimum of 3 years:
   - Completed cheque requisition form
   - All associated receipts

12.3 For further record keeping purposes, the RSU will keep:
   I. Current year expenditures in the office for reference
   II. Expenditures going back 5 years. Must be filed in order to reference them if needed.
Financial Policy #13

Budgeting and Reporting

ADOPTED: November 23, 2017

AMENDED:

Preamble

13.1 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 RSU.

Protocol

13.2 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.

13.3 The initial Budget will be prepared after consultation with all the departments within the students’ union, i.e. with the input of staff proposals.

13.4 Then VP of Operations will propose his budget against the staff proposal to the President, General Manager and Financial Controller.

13.5 Following the meeting in 13.4 the VP of Operations will present proposed budget to the Executive Committee.

13.6 Following the meeting in 13.5 the VP of Operations will present proposed budget to the Finance Committee for approval.

13.7 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.

13.8 Vice President of Operations along with the Financial Controller will provide updates on the state of finances at the Board Meetings in October and January.

13.9 The Financial Controller will provide monthly updates at the Executive committee meetings.
13.10 The budget creation timeline should, when possible, follow the table below:

Table 1

<table>
<thead>
<tr>
<th>Month</th>
<th>Parties Involved</th>
<th>Consultation/ Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>Staff</td>
<td>All staff proposals submitted by end of May</td>
</tr>
<tr>
<td>June</td>
<td>VP Operations</td>
<td>Creates budget proposals against staff proposals</td>
</tr>
<tr>
<td>June</td>
<td>VP Operations</td>
<td>Consultations with:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• President, General Manager and Financial Controller</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Staff</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Executive Committee</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Finance Committee</td>
</tr>
<tr>
<td>July</td>
<td>VP Operations and Board</td>
<td>Presents budget proposal as discussion item for July board meeting</td>
</tr>
<tr>
<td>August</td>
<td>VP Operations and Board</td>
<td>Presents budget for approval in August board meeting</td>
</tr>
</tbody>
</table>
14.1 In case of providing more funding for other initiatives or projects, reallocation of funds between different departments must be approved at the Executive Committee and shall be reported to the Board during the upcoming Board meeting.
Financial Policy Glossary

**Budget**: Is an estimate of income and expense for a set period of time. RSU set period of time is May 1 to April 30

**Budget Line Item**: The Account number in budget which expense would be charged

**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 documents and if any one party does not comply with the agreement can be held liable by the court of law.

**GST/HST Number**: All Registrants with Canada Revenue Agency will have this number.

**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.

**Vendor**: Person or company offering something for sale.

**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.

**Payee**: Individual or entity that will receive payment.

**Petty Cash**: Any expense reimbursed through the Petty Cash Float held with finance in the form of cash.

**Sponsorship Request**: Is a donation request to a group or a person.

**Volunteer**: Is a member of a Students’ Union who is not paid a salary or an honorarium for the service rendered.
Annex 1: Cheque Requisition Form (General)
Annex 2: Cheque Requisition Form (Equity and Events)

<table>
<thead>
<tr>
<th>Invoice #/Reference</th>
<th>Account #</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total HST of all the invoices:  

**TOTAL AMOUNT REQUESTED:**

<table>
<thead>
<tr>
<th>Name of Requisitioner (please print legibly)</th>
<th>Signature of Requisitioner</th>
<th>Supervisor Approval</th>
</tr>
</thead>
</table>

**Special Instructions:**
- [ ] Mail  
- [ ] For pickup  
- [ ] Personal mailbox  

Address:  

Notes:  

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

<table>
<thead>
<tr>
<th>Received By (please print legibly)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

---

Ryerson Students' Union
### CHEQUE REQUISITION FORM
Events & Equity Service Centres

**Payable To:** (please print legibly)  
**Vendor #:**  
**Date of Requisition:**

<table>
<thead>
<tr>
<th>Invoice #/Reference</th>
<th>Account #:</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Total HST of all the invoices:*

**TOTAL AMOUNT REQUESTED:**

**Name of Requisitioner (please print):**  
**Signature of Requisitioner:**

**Coordinator / Organiser Approval:**  
**Supervisor Approval:**

**Special Instructions:**
- [ ] Mail  
- [ ] For pickup  
- [ ] Personal mailbox  
**Address:**

**Notes:**

**Internal Use Only:**
- General Manager:  
- Financial Controller:  
- V.P. Operations:  
- President:

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

---

A blank cheque requisition form is shown, detailing fields for Payable To, Vendor #, Date of Requisition, Invoice #/Reference, Account #, Description, Amount, and other financial and approval-related information. The form is designed for use in processing financial transactions related to health and dental plans, and includes sections for the signature of the requisitioner and supervisor approval. Special instructions and notes are also included, emphasizing the importance of accurate processing and documentation. Under the form, there is a reference to the Annex 4 title, linking it to the broader context of graduate course unions, course unions, and student groups, particularly in relation to budget considerations.
**Annex 5: Graduate Course Unions, Course Unions and Student Groups (Trust)**

---

**Cheque Requisition Form**

GCUs, Course Unions & Student Groups

<table>
<thead>
<tr>
<th>Payable To: (please print legibly)</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Date of Requisition:</td>
</tr>
<tr>
<td>Address:</td>
<td>Type of Activity: (e.g., social, career, advertising)</td>
</tr>
<tr>
<td>Name of Group:</td>
<td>Telephone #:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Description (Event &amp; Date)</th>
<th>Amount:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Amount Requested:**

---

**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 represent.

**Signing Officer #1**

- **Print Name**
- **Signature**

**Signing Officer #2**

- **Print Name**
- **Signature**

**Campus Groups Coordinator (Signature)**

**Requisitioner**

---

**Office Use Only:**

<table>
<thead>
<tr>
<th>General Manager</th>
<th>Financial Controller</th>
<th>VP Operations</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received By (print)</td>
<td>Signature</td>
<td>Date:</td>
<td>Batch/Entry:</td>
</tr>
</tbody>
</table>

**Note:** If this cheque is being reissued, a stop payment fee will apply.
Annex 6: Credit Card Expense Form

**CHEQUE REQUISITION FORM**

GCUs, Course Unions & Student Groups

<table>
<thead>
<tr>
<th>Payable To: (please print legibly)</th>
<th>Trust Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email:</td>
<td>Date of Requisition:</td>
</tr>
<tr>
<td>Address:</td>
<td>Type of Activity: (eg, social, career, advertising)</td>
</tr>
<tr>
<td>Name of Group:</td>
<td>Telephone #:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Description (Event &amp; Date)</th>
<th>Amount:</th>
<th>Account: (Office Use Only)</th>
</tr>
</thead>
</table>

**TOTAL AMOUNT REQUESTED:**

**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.

<table>
<thead>
<tr>
<th>Signing Officer #1</th>
<th>Signing Officer #2</th>
<th>Signing Officer #3</th>
<th>Signing Officer #4</th>
<th>Campus Groups Coordinator (Signature)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
<td>Signature</td>
<td>Print Name</td>
<td>Signature</td>
<td>Requisitioner</td>
</tr>
</tbody>
</table>

**Office Use Only:**

<table>
<thead>
<tr>
<th>General Manager</th>
<th>Financial Controller</th>
<th>VP Operations</th>
<th>President</th>
</tr>
</thead>
<tbody>
<tr>
<td>Received By (print)</td>
<td>Signature</td>
<td>Date:</td>
<td>Batch/Entry:</td>
</tr>
</tbody>
</table>

Note: If this cheque is being reissued, a stop payment fee will apply.
Annex 7: Petty Cash Request Form
### Annex 8: Petty Cash Expense Settlement Form

**PETTY CASH REQUEST FORM**

<table>
<thead>
<tr>
<th>Requested By:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authorized By:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL AMOUNT:**

<table>
<thead>
<tr>
<th>Received By:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Name</td>
</tr>
<tr>
<td>Signature</td>
</tr>
</tbody>
</table>

---

145
# Annex 9: CAPEX Approval Form

## Petty Cash Expense Settlement Form

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Vendor</th>
<th>A/c Code</th>
<th>Expense Details</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL:**

- **Amount Received**
- **Amount Spent**
- **Amount Settled**

Approved By: ____________________________

Print Name: ____________________________

Signature: ____________________________
### CAPEX APPROVAL FORM

Required to fill out if the asset is over $1,000
3 quotations for the asset to be purchased are required

<table>
<thead>
<tr>
<th>Department</th>
<th>CopyRITE</th>
<th>MSO</th>
<th>ESC</th>
<th>ADMIN</th>
<th>EVENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Equipment</td>
<td>Leasehold</td>
<td>Computer Software</td>
<td>Student Centre</td>
<td></td>
</tr>
<tr>
<td></td>
<td>A/C 1500</td>
<td>A/C 1610</td>
<td>A/C 1620</td>
<td>A/C 1630</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CAPEX No.</th>
<th>(please get from Finance)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date:</td>
<td></td>
</tr>
</tbody>
</table>

Please fill out the information below prior to seeking approval:

- Available Budget:
- Estimated Cost:
- Balance Available:

<table>
<thead>
<tr>
<th>Details of the Asset Required for Purchase</th>
<th>Quotation Price</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

---

Annex 10: Invoice Requisition Form
## Annex 11: Credit Card Authorization Form

**INVOICE REQUISITION FORM**

<table>
<thead>
<tr>
<th>Date of Requisition</th>
<th>Date Processed</th>
<th>Please attach a customer details document.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Customer Name</td>
<td>Description / Reference</td>
<td>Amount:</td>
</tr>
<tr>
<td>Address</td>
<td>Revenue Acct. #</td>
<td></td>
</tr>
<tr>
<td>HST Applicable □ Yes □ No Customer # Invoice # Batch #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Revenue Acct. #</td>
<td></td>
</tr>
<tr>
<td>HST Applicable □ Yes □ No Customer # Invoice # Batch #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Revenue Acct. #</td>
<td></td>
</tr>
<tr>
<td>HST Applicable □ Yes □ No Customer # Invoice # Batch #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Revenue Acct. #</td>
<td></td>
</tr>
<tr>
<td>HST Applicable □ Yes □ No Customer # Invoice # Batch #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Revenue Acct. #</td>
<td></td>
</tr>
<tr>
<td>HST Applicable □ Yes □ No Customer # Invoice # Batch #</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Revenue Acct. #</td>
<td></td>
</tr>
<tr>
<td>HST Applicable □ Yes □ No Customer # Invoice # Batch #</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**REQUISITIONER:**

(Print Name)

Signature

**Special Instructions:**

- □ For pickup
- □ Email
- □ Mail
## CREDIT CARD AUTHORIZATION FORM

### Annex 12: Cheque/ Cash Deposit Voucher

### Credit Card Authorization Form

**Date (DD/MM/YYYY):**

**Office Use Only:**
- **Customer #:**
- **Processed Date:**

**I,**

**On behalf of**

**Print Name**

**Company Name (if applicable)**

### CHECK ONLY ONE:

- As the individual cardholder, I hereby authorize this card to be used for the deposit or invoices that required payment.
- 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):**

<table>
<thead>
<tr>
<th>Type of Card:</th>
<th>Credit Card Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Visa, Mastercard</td>
<td></td>
</tr>
</tbody>
</table>

**Expiration Date (MM/YY):**

**Security Code (CVV, 3 digits) on back of Visa or Mastercard:**

**Amount in CDN:**

### CREDIT CARD BILLING ADDRESS

**Street:**

**City:**

**Province / State:**

**Postal Code:**

**Telephone Number:**

### INVOICE DETAILS

<table>
<thead>
<tr>
<th>Invoice #</th>
<th>Amount</th>
</tr>
</thead>
</table>

**Email address to send receipt:**

**Cardholder’s Signature:**

---

**SCC311, Student Centre, 55 Gould Street, Toronto, ON M5B 1E9**

[tel] 416.979.5255 • [fax] 416.979.5260 • info@rsuonline.ca • www.rsuonline.ca

---

149
# Cheque / Cash Deposit Voucher

**RSU**

*Ryerson Students' Union*

### Project Reference (e.g. Fundraiser)  Deposit Date:

**Deposit Prepared By:**

<table>
<thead>
<tr>
<th>Account #</th>
<th>Description</th>
<th>Bank</th>
<th>Cheque #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Deposit:**

<table>
<thead>
<tr>
<th>100's</th>
<th>x</th>
<th>=</th>
</tr>
</thead>
<tbody>
<tr>
<td>50's</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td>20's</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td>10's</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td>5's</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td>Coin</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2's</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td>1's</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td>25¢'s</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td>10¢'s</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td>5¢'s</td>
<td>x</td>
<td>=</td>
</tr>
<tr>
<td>Rolled Coin</td>
<td>=</td>
<td></td>
</tr>
</tbody>
</table>

**Signature of Depositor:**

**Signature of Finance Coordinator / Financial Controller:**

**Total Cash:**

**Total Cheque:**

**Deposit Total:**