

# MGSA Groups Code of Conduct

## 10.01 Preamble:

10.01.01 According to section 13.01.01 of the Association's Bylaws, the Association must maintain a policy and mechanism for the recognition of faculty organizations.

10.01.02 For the purpose of this policy, all such organizations, wishing to use "Music Graduate Students' Association" or "MGSA" in their names, and all groups wishing to access the Association's services, funding, and/or to participate in Association-sponsored events, must first be recognized by the Association.

## 10.02 Definitions:

10.02.01 Association "members" are defined as Music Graduate Students' Association (MGSA) members as outlined in Section 3 of the Association's Bylaws, unless otherwise specified.

10.02.02 Club(s) only refer to MGSA-recognized clubs.

## 10.03 Rights and Responsibilities:

10.03.01 The responsibility for the implementation of this policy is delegated to the Vice-President Internal/External.

10.03.02 All administrative decisions to deny or withdraw recognition or funding will be reported regularly to the MGSA Executive Committee for discussion and ratification.

10.03.03 In the case of denial or withdrawal of recognition, a statement of reasons will be provided.

10.03.04 The Executive Committee has the right to request an independent evaluation of a club's budget or conduct an audit of a club if it wishes.

10.03.05 The Association requests sponsorship recognition on all promotional and advertising materials regarding the events of recognized Clubs.

a) Minimum fulfillment of the requirement will be the following:

(i) The display of the MGSA logo and the words "Sponsored in part by the MGSA" and the display of a MGSA logo and/or promotional materials at the event.

(ii) It is the responsibility of the club to obtain said promotional materials from the Association.

10.03.06 Funding, services, and other support for clubs are a vital aspect of the operations and budget of the Association.

a) Clubs are expected encouraged to participate in the democratic decision-making processes of the Association, including, but not limited to:

(i) Meetings of the Board of Directors; and

(ii) General Meetings of the Association.

## 10.04 Recognition Guidelines:

10.04.01 Recognition requires clubs to submit a completed Clubs Recognition Form, and copy of the club's current constitution.

10.04.02 Recognition of campus groups shall be assessed annually according to the following constitutional criteria:

a) The objectives and activities of groups seeking recognition should be seen as attempting to contribute to the educational, recreational, social or cultural values of the University of Toronto community.

10.04.03 Recognized clubs must uphold the Canadian Human Rights Code and the Association's Code of Conduct.

a) This includes policies that condemn all discrimination on the lines of: race, national or ethnic origin, colour, status, creed religion, sex, sexuality, gender identity, gender expression, age, class, mental or physical ability or political orientation. This is not an exhaustive list.

10.04.04 Clubs may obtain recognition by the Office of Student Life, UTGSU, Arts and Sciences Students' Union, or the Engineering Society prior to applying for MGSA recognition.

10.04.05 Recognized campus groups may not engage in activities that are commercial in nature.

a) This is not intended to preclude the collection of membership fees to cover the expenses of the organization, charges for specific activities, programs or events, or to prohibit groups from engaging in legitimate fundraising and sponsorship.

b) A recognized campus group cannot:

(i) Have as a major activity a function that makes it an on-campus part of a commercial organization;

(ii) Provide services and goods at a profit when that profit is used for purposes other than to benefit the organization; or

(iii) Provide individual financial compensation to some or all of its officers/executives.

10.04.06 MGSA-recognized groups must have a minimum of 7 members.

10.04.07 If a club acts in a manner that is inconsistent with its constitution, the Association may revoke the club's recognition.

a) The club may re-apply for recognition status at the start of the next academic year.

b) Clubs will be given at least one month's notice to make any necessary changes to avoid removal of recognition from the MGSA.

10.04.08 The MGSA will not recognize a club that replicates the function, principle, or name of another recognized club as determined by the Executive Committee.

a) A proposed club that bears similarities to another recognized club, but can provide proof of difference for the purpose of recognition, may appeal to the Executive Committee as to why the proposed club should be recognized and be considered to receive funding.

10.04.09 MGSA-recognized clubs should aim towards implementing the MGSA's Code of Conduct, its mandate (as outlined in the constitution) and the yearly mandate, as outlined by the current Executive Committee, during club events.

10.04.10 The MGSA requires a club's constitution to meet the following criteria:

a) An organizational name

b) A mandate/purpose

c) An organizational structure (including executive structure)

- d) A definition of membership
- e) An election procedure (may be operated in cooperation with the MGSA)
- f) Administrative procedures that are reviewed annually by the MGSA Vice-President Internal
- g) Financial procedures that are either (unless granted an exception):
  - (i) Auditable by the current MGSA Vice-President Internal and/or the MGSA Executives; or
  - (ii) Recorded and maintained by the current MGSA Vice-President Internal and/or staff
- h) A section regarding the Club's relationship to the MGSA.

#### 10.05 Funding

10.05.01 The MGSA disperses funding to Clubs to cover operational costs for hosting campus activities.

10.05.02 The Treasurer determines clubs' funding.

10.05.03 Funding Criteria:

- a) Any groups applying for funding must be a MGSA-recognized club.
- b) Groups receiving student levies are ineligible for clubs funding.
- c) Initiatives that receive funding shall be done in such a way that they adhere with this policy.
- d) Clubs base-funding is \$300, but criteria for evaluation on a case-by-case basis shall include:
  - (i) Projected participation rate of MGSA members;
  - (ii) The existence and/or significance of other funding sources;
  - (iii) Diversity of activities and programs;
  - (iv) Levels of outreach and promotion;
  - (v) Past funding and receipts received; and
  - (vi) Other criteria as determined by the Executive Committee as they see fit.

10.05.04 Funding Requisition:

- a) Each Funding Requisition shall include:
  - (i) A completed application funding form.
  - (ii) An itemized budget and expense statement. The submitted budget must follow the MGSA budget template.
  - (iii) Descriptions of events including sample promotional material, if available, from current or previous years.
  - (iv) The current membership list of the group. This includes, but is not limited to, name, phone number, e-mail, student number, university status, program and/or faculty of each campus club member.
    - (i) This requirement may be waived if a group can demonstrate the need for anonymity of its members.
- b) The MGSA will generally not subsidize the following expenditures:
  - (i) capital assets including, but is not limited to:
    - (i) Electronic equipment;
    - (ii) Furniture;

- (ii) business cards;
- (iii) club apparel; or
- (iv) honoraria, personal compensation and gifts.

c) Failure to comply with the funding criteria in full will result in a group being ineligible for funding for a term determined by the Executive Committee.

d) Timeline:

- (i) The recipe of grant requests shall be done on a rolling basis.
- (ii) The MGSA shall acknowledge receipt of a grant within five (5) business days.
- (iii) Within thirty (30) days of the acknowledgement of receipt, the Executive committee shall meet and make ruling(s) as follows:
  - (i) Fully approve;
  - (ii) Partially approve;
  - (iii) Conditionally approve; or
  - (iv) Reject.

10.05.05 Reconsideration of Funding Requisition

a) A club may request reconsideration of a proposal by submitting by:

- (i) Re-submitting a modified proposal with additional documentation and a letter describing the rationale for the resubmission.