

ASSU COURSE UNION GRANTS - RULES AND REGULATIONS, 2016-17

Please take careful note of the following information. It is the responsibility of each Course Union to follow the rules and regulations concerning finances. Failure to comply, for any reason, could result in you and your Executive being personally liable for the funds. **Each Course Union will be allotted up to \$2800 for the entire academic year (not including Special Project Funding).**

1) Course Unions are allotted up to \$1500 for Socializing Activities – this includes socials, pub nights, film nights, games nights or any other socializing event. However the maximum that can be spent on any one event is \$500. Socials/pub nights may be held at approved nearby, off-campus locations (those that are accessible and accommodate under-aged students). All other socializing events must be held on campus.

Socials are funded to encourage faculty and student interaction. Therefore, Course Unions are required to extend an invitation to all instructors in their respective departments. Socials must be open to all Faculty of Arts & Science students.

2) In line with ASSU's mandate as an academic student union, Course Unions are required to hold at least one (1) academic seminar each term to receive social funding. Academic seminars involve presentations and discussions that pertain to academic topics relevant to the Course Union's program. These seminars are generally led by faculty members or other authorities within the relevant area of study. While collaboration between Course Unions is encouraged, these events do not satisfy social funding requirements.

3) Course Unions are required to fill 50% plus one (1) of the seats at the four (4) REGULAR Council Meetings held from October to January. Course Unions have two (2) seats at each Council meeting. The total is eight seats (two [2] seats times four [4] meetings), therefore the minimum number of seats that must be filled is **five (5)**. If this is not met, then second term funding will only be allocated for academic seminars. Each Course Union President has a designated seat at Council and must attend unless a proxy form is filled out.

4) All Course Unions are required to have two (2) signing officers for access to their account (cheque signing). This is not only ASSU policy but is required by the rules and regulations as set forth by the University of Toronto.

5) ASSU grant money must only be spent on Council-approved line items. This list can be found on the second page. All money not spent on specific line items are considered ASSU funds and must be returned.

6) Additional funds raised by your Course Union are not considered to be part of the ASSU funds and therefore can be spent in whatever manner approved by your Course Union membership. Be aware that misuse of any funds can affect future funding from ASSU as required by the University of Toronto administration.

7) ASSU funds cannot be spent on alcoholic beverages except for socials/pub nights and honoraria (i.e. bottle of wine) for guest speakers.

8) Monies granted for seminars and general meetings are to be used for refreshments.

9) Original receipts must be kept for all expenditures. Original receipts and unspent funds must be turned over to ASSU prior to the next term's funding. **ALL RECEIPTS MUST BE ITEMIZED.**

10) All events must take place during the weekdays, while classes are in session and on the University of Toronto, St. George campus, unless approved in advance. All venues must be accessible.

11) Course Unions can request special project funding. This is funding amount is above what is already allotted by ASSU Course Union grants. Requests can be made by submitting a special project funding request form. Consult the “ASSU *Special Project Funding - Rules and Regulations*” for more information.

Budget Items: The following are items covered by ASSU grants. If you are unsure whether an item is covered, ask an ASSU staff member or Executive Member. The funding caps on items are based on average Course Union expenses. If slightly more money is requested per line item because of special circumstances (e.g. higher turnout of students at an event), please include a detailed explanation on your Budget Request form.

academic seminars - \$100 per seminar (must be on a topic related to your area of study)

graduate, career, self-help seminars (not considered academic) - \$100 per seminar

honoraria (cannot be given as cash payment) - \$25 per speaker

general membership meetings - \$75 per meeting (**not** for Executive meetings)

socializing activities (socials/pub nights, film/game nights, etc) - \$1500 per year. The maximum that can be spent on any one event is \$500.

office supplies (includes bank fees) - \$50 per year

colour ink printing - \$50 per year (ASSU does free B&W printing)

journals - \$600 per year (for the printing costs of a CU publication of undergrad academic work; ASSU must be named as a sponsor – and request funding in the term the journal is being printed)

logo t-shirts/mugs/banner - \$100 per year (advertising material)

executive team building - \$200 per year (for CU Executive to bond – can use for any activity)

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