

## COURSE UNION GRANTS - RULES AND REGULATIONS, 2024-25

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 \$4000 for the entire academic year (not including Special Project Funding).**

1) Course Unions are allotted up to \$2000 for Socializing Activities – film nights, games nights or any other socializing-type event. However, the maximum that can be spent on any one event is \$1000. Pub nights may be held at **ASSU approved** nearby, off-campus locations (those that are accessible and all-ages). **However, if you opt to hold a pub night, you must also hold another (non-pub/non-alcoholic) social event in that same term.** Socials are funded to encourage faculty and student interaction. Therefore, Course Unions are encouraged to extend an invitation to all instructors in their respective departments. Socials must be open to all Faculty of Arts & Science students in your program/department.

2) **NEW THIS YEAR** - Journal funding is no longer part of regular budget funding – you must submit an SPF request form to the BRC. \$700 max - the *bulk amount should be spent on printing costs of undergrad work published under the CU's name and up to max of \$200 can be used for honoraria gift cards for editorial team, at a max of \$25/person*

3) 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 subject topics relevant to the CU'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, each CU must host at least one of their own seminars.

4) 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.

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

6) ASSU grant money must only be spent on Council-approved line items. This list can be found on the second page. Unused funds are always returned to ASSU.

7) 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 UofT administration.

8) Monies granted for seminars, socials and general meetings are to be used for **refreshments** for guests and/or for **raffle items/gift cards (\$10-\$15)** to increase attendance.

9) ORIGINAL hardcopy receipts must be kept for all expenditures – NO PHOTOS. Receipts must be turned over to ASSU prior to the next term's funding. **ALL RECEIPTS MUST BE ITEMIZED and accommodate the Receipt form.**

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 by ASSU. All venues must be accessible.

11) Course Unions can request special project funding. This 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. The funding caps on items are based on average Course Union expenses. Funds granted for events are for refreshments for attendees. Each type of event will be denoted with a **letter**. When completing and submitting the budget request form, include this letter code beside each event. Non-event expenses do not have a code; write the full name on the budget.

#### EVENTS:

**A academic seminars** - **\$200** max per seminar (subject topic about your area of study) – **mandatory each term** to receive social funding

**B graduate, career, info, self-help, study sessions** (not considered academic) - **\$200** max per seminar

**GM general membership meetings** - \$150 max per meeting for refreshments (**not** for Executive meetings)

**S socializing activities** (socials/film/game nights, etc) - \$2000 per year. The max that can be spent on any one event is \$1000. If planning a Pub Night, must also organize a “non-pub/non-alcoholic” social in the same term

**E executive bonding** - \$300 max per year – for Executive to hang out together and get to know each other (no restrictions on where you go, what you do, when you do it)

#### OTHER EXPENSES:

**honoraria - speaker giftcard/gift** (cannot be given as cash payment) - \$25 **max** per speaker

**office supplies** (includes bank fees) - \$200 max per year

**advertising/promo material/orientation (e.g. t-shirts/posters/CANVA)** - **\$300** max per year