

Policy Manual

2016-2017

These policies, alongside the accompanying Constitution and Bylaws, outline procedures practiced in the day to day operations of the Ted Rogers' Students Society. This document is not meant to stand alone; it is to complement the existing bylaws and constitution.



Approved by the **TRSS Board of Directors**
on **September 14th, 2016.**

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TRSS Poster Policy

PREAMBLE

Posters are an integral part of your events promotion and when used in conjunction with other promotional methods, can help make your next event a success.

In order to ensure fair and equitable poster space, in addition to ensuring visibility and readability of posters, the following protocol has been established for the Ted Rogers School of Management building (TRS).

This protocol has been established in conjunction with the Ted Rogers Students' Society, Faculty of Business Course Unions, Student Services and Administration.

These policies apply to the poster boards within the Ted Rogers School of Management building.

ARTICLE ONE (1) GENERAL RULES

1. All posters must be pre-approved and stamped by the TRSS prior to posting.
2. All posters must be posted on designated "Community Announcement Boards". These boards are clearly marked and are located on the north and east corridors of Floor 7, 8 and 9 of the TRS.
3. There are 36 "Community Announcement Boards" available.
4. For maintenance and cleanliness purposes, posters are often removed on the 15th and 30th of each month. Please time your posting accordingly.
5. All posters should be no more than 11" x 17" to ensure space utilization is maximized.
6. No poster shall protrude from any Community Announcement Board. All posters shall lay flat.
7. All posters must be adhered to the Community Announcement Board by using staples only

ARTICLE TWO (2) APPROVAL PROCESS

1. Bring copies of a poster to one of three designated approval offices:
 - a. Ted Rogers Students' Society, TRS 2-145 (For TRSM student events, course unions, clubs, elections)
 - b. Student Programs Office, KHW 389 (For all other campus community groups and students)
2. One copy will be kept on file at the approval office; the others will be stamped.

2.1 RISK ASSESSMENT APPROVAL

Off-campus or sporting events cannot be posted unless first approved by the Executive Vice President. A copy of the approval e-mail must be submitted with the poster prior to receiving stamp approval. The TRSS maintains the right to deny promotion or posting of any charitable initiative, non-Ryerson event, or any event where there is a significant risk of liability.

2.2 POSTERS QUALIFYING FOR APPROVAL

- a. Posters must advertise a campus event (e.g. meeting, competition, etc.)
- b. Posters must clearly indicate sponsoring group, club or organization
- c. Posters in another language must contain its complete English translation
- d. Events run by an external organization but supported by or sponsored by a university group must include the sponsoring group's name

POSTERS WILL NOT QUALIFY IF

- a. Posters contain words or images that may be deemed racist, sexist, homophobic, or intolerant.
- b. External postings of any kind will not be approved and are prohibited (e.g. nightclubs, commercial sales and services)

ARTICLE THREE (3) LOCATION

1. Posters in TRS are ONLY permitted on boards marked "Community Announcements". These boards are located on the north and east corridors of Floor 7, 8 and 9.
2. Only 1 (one) poster per board is allowed.
3. Posters must be placed on the board and not exceed (hang over the edge) of the board.
4. Posters cannot cover another poster.

PROHIBITED SPACES

1. All other wall, air and floor spaces other than the designated "Community Announcement Boards" are not to be utilized including but not limited to: doors, walls, wood or glass surfaces, pillars, elevators, escalators, washrooms, exterior walls, stairs, stairwells, floors.
2. Bulletin boards designated for faculty, special interest groups etc. are not to be utilized excepting by the group that "owns" the board.

ARTICLE FOUR (4) REMOVAL

Expired posters are automatically removed on the 1st and 30th of each month. Please ensure you time your postings accordingly.

POSTERS WILL BE REMOVED IF

1. They do not have a TRSS, RSU or Student Services Stamp.
2. They are hung outside a designated poster area.
3. They are discriminatory or found not to be in the best interest of the Ryerson University Community.
4. They are commercial or external advertising.
5. They violate the Campus Alcohol Policy or the Liquor License Act of Ontario.
6. There is more than one poster per board.
7. Posters exceed the dimension of the board (e.g. hang over the edge)
8. Poster covers another poster.
9. Poster is hung by anything other than staples.

VIOLATIONS

1. Groups violating the poster protocol will be contacted by the TRSS and advised of the infraction so that errors can be corrected.
2. Groups violating the poster protocol after a warning has been issued shall receive a second warning in writing, which may include poster/promotion restrictions.
3. Upon a third violation, groups shall face promotions restrictions for up to a full academic year.

ARTICLE FIVE (5) OTHER

- a. Postcards, flyers, business cards, handbills etc. can only be distributed to students/staff at the TRS if prior permission has been received by the TRSS. It is strictly prohibited to place pamphlets, flyers etc. on window sills, bathrooms, tables, chairs etc. Groups found to be in violation of this protocol shall face future promotion restrictions.
- b. Oversize posters: A limited number of easels are available from the TRSS to be utilized to place over-size posters, directional signage etc., in the TRS. Please see the TRSS office for details and sign-out privileges. Lost or non-returned easels will be the financial responsibility of the group.
- c. Floor Advertisements/Banners: This form of advertising is only permitted in the TRS if prior approval is gained in advance from the Facilities Office at the TRS (Room 1-009). Floor posters not pre-approved will be removed and clean-up charges will be assessed to the group. In addition to cleaning charges, future poster/promotion restrictions may apply.

TRSS Elections Poster Policy

PREAMBLE

As a general rule, the poster protocol is as follows:

1. All posters must be pre-approved by the TRSS and stamped prior to posting.
2. All posters must be posted on designated “Community Announcement Boards”. These boards are clearly marked and are located on the north and east corridors of Floor 7, 8 and 9 of TRSM. There are 36, red “Community Announcement Boards” available.
3. The banisters leading up to the 7th floor shall be used only if first approved by the CRO.

ARTICLE ONE (1) Where to Post

The following are permitted:

1. Posters in TRSM are ONLY permitted on boards marked “Community Announcements”. These boards are located on the north and east corridors of Floor 7, 8 and 9.
2. Only 1 (one) poster per group, per board is allowed.
3. Posters must be placed on the board and not exceed (hang over the edge) the board.
4. Posters cannot cover other posters.
5. Protruding (3-D) posters ARE NOT PERMITTED
6. The banisters leading up to the 7th floor allow 1 poster, every 10 feet, per group and must first be approved by the CRO (cro@TRSSonline.ca).

The following are prohibited:

1. All other wall, air and floor spaces other than the designated “Community Announcement Boards” are not to be utilized including but not limited to: doors, walls, wood or glass surfaces, pillars, elevators, escalators, washrooms, exterior walls, stairs, stairwells, floors.
2. Bulletin boards designated for faculty, special interest groups etc. are not to be utilized excepting by the group that “owns” the board.

ARTICLE TWO (1) Removal

Posters will be removed if:

1. They do not have an TRSS approval stamp
2. They are hung outside a designated poster area.
3. They are discriminatory or found not to be in the best interest of the Ryerson University Community
4. They are commercial or external advertising
5. They violate the Campus Alcohol Policy or the Liquor License Act of Ontario
6. There is more than one poster per board
7. Posters exceed the dimension of the board (e.g. hang over the edge OR are 3-D/protruding)
8. Poster covers another poster

ARTICLE THREE (3) Other forms of Print Promotion

Postcards, flyers, business cards, handbills etc. can only be distributed to students/staff at TRSM if prior permission has been received by the CRO. It is strictly prohibited to place pamphlets, flyers etc. on windowsills, bathrooms, tables, chairs etc. Groups found to be in violation of this protocol shall face future promotion restrictions.

TRSS Financial Policies

PREAMBLE

These policies provide guidelines for the Ted Rogers Students' Society (TRSS) when making financial decisions while promoting the TRSS' fiscal responsibility by ensuring that expenses are made in line with its mandate, values and mission for the Ted Rogers School of Management (TRSM).

The TRSS' mandate is to be the voice of Ryerson Commerce students by promoting our abilities and interests, both within Ryerson and the global community.

The following subsets of values are meant to compliment the mandate:

- To encourage activities and events that will enhance the educational and co-curricular experience of its members and contribute to the educational values of the University;
- To encourage all members to become active participants within the TRSS' activities and to afford opportunity and a forum for the expression of opinions regarding all questions bearing on or affecting their educational and co-curricular interest;
- To foster and facilitate communication among commerce programs at the University, and other commerce societies and associations, including international, national, and provincial organizations and government bodies with concerns in education, student life and welfare; and
- To ensure that all members are aware of their rights and opportunities as commerce students and to strive to protect their best interests.

Mission

The TRSS' mission is to link students together within the four schools of the Ted Rogers School of Management, enabling them to be heard as one united voice. The TRSS strives to ensure the development of a community spirit within the business student body and to provide opportunities that will enrich every commerce student's undergraduate experience.

Priorities and Practices

The TRSS will maintain fiscal integrity of its Revenue/Sponsorship and Expense lines within its annual budget in order to provide funding and services to its constituents (including students and student groups under the TRSS umbrella).

Fiscally responsible policies ensure that:

- The TRSS holds events that meet or exceed the quality of previously held events (e.g. TRSS Frosh and the Ted Rogers Management Conference);
- The TRSS has the financial resources to support and provide meaningful funding for events organized by TRSM student groups consistently throughout the year;
- Ensure highly motivated and hard working constituents are able to represent TRSM by attending or competing at regional, national, and/or international conferences and competitions; and
- Support and provide services to its general membership for the betterment of! Their overall university experience.

ARTICLE ONE (1) Cash Management and Investments

The TRSS may generate revenue by placing funds to be used in future projects or initiatives into interest bearing investments. A cash management and investment policy ensures that the TRSS receives interest revenue without jeopardizing its means to meet its goals. The

policy achieves this by establishing an acceptable level of risk management fit for the organization.

The TRSS will only invest funds into investments that are deemed legal by relevant laws all funds invested by the TRSS will seek to achieve the following:

- Safety: All investment decisions by the TRSS must acknowledge that its funds are to be used for the greater benefit of its general membership. Therefore, these decisions must ensure the preservation of said capital.

Decisions must:

- I. Avoid losses incurred through the purchase or disposal of an investment;
 - II. Not invest in securities where a decline in the principle amount can reasonably occur.
- Liquidity: Due to the criteria outlined in the previous objective, appropriate investments will be of lesser liquidity than other high-risk investments. The TRSS must ensure that its investments mature in a manner that will not interfere with its cash needs

ARTICLE TWO (2) Signing Authorities

The TRSS must have exactly four signing authorities. All cheques must have 2 of 4 signatures from the signing authorities to be valid. Individuals in the following positions will assume roles as signing authorities:

- I. President
- II. Vice President of Finance
- III. Manager, Student Engagement and Business Development
- IV. Director, Student Engagement and Business Development

ARTICLE THREE (3) Spending

The following section will outline how the Board of Directors will manage expenses.

3.1 DISCRETIONARY SPENDING

For the sake of clarification, discretionary spending is used to describe budget lines and expenses that do (not directly pertain to the operations of events hosted by the TRSS). This ensures timelines are met and not hindered by the approval process. Budget lines excluded from discretionary spending include but are not limited to:

- Frosh Week
- Ted Rogers Management Conference
- Student Group Summits
- TRSS SAGM/AGM
- TRSS Board Retreat
- Events Expense
- President's Expense

All Presidents' Expenses above \$20 must be approved by one of the three signing authorities before reimbursement can take place. If the expense is incurred by one signing authority, one of the remaining signing authorities must approve the expense for them.

All financial decisions must mitigate the risk of exceeding the budgeted amount for any associated line item(s). If one or more of the signing authorities see fit, they may intervene and reduce this risk.

3.2 DAY-TO-DAY DISCRETIONARY SPENDING

Expenses for the TRSS' day-to-day operations valued under \$1000 that are not presented at Board of Directors meetings must be authorized by two of the three signing authorities prior to the purchase. Any purchase over \$2000 that is not presented at a Board of Directors meeting must be ratified by a majority vote of the six Executives in a timely manner. In case of a tie, the Manager of Undergraduate Student Relations and Development may vote. Expenses incurred without the approval of the Executives, Board, or at least two of the signing authorities are the responsibility of the purchaser and may be denied reimbursement.

Day-to-Day discretionary spending are expenses booked to line items including but not limited to:

- Meetings Expense
- Office Supplies
- President's Expense
- Miscellaneous

These day-to-day discretionary spending situations affect all student groups as well as the TRSS and its internal groups such as TRMC and TROP.

If an expense is approved by the two signing authorities instead of the Executives or Board, the two approving signing authorities must prepare the cheque, complete the requisition form and notify the Board of the expense.*

*The Student Group expense line is exempt from this rule. Please refer to section 7.1 Emergency Student Group Funding.

3.3 DISCRETIONARY EXPENSES OCCURRED BY SIGNING AUTHORITIES

For a signing authority to get an expense approved, they must get the permission of the other two authorities, the Executives, or the majority of the Board of Directors for purchases up to \$500 pertaining to the TRSS' day-to-day operations. All decisions must mitigate the risk of exceeding budgeted line item amounts.

3.4 ALL OTHER EXPENSES

Expenses that are not considered to be discretionary will be determined by the consensus of the three signing authorities. All decisions must mitigate the risk of exceeding budgeted line items amounts. If one or more of the signing authorities see fit, they may intervene and reduce this risk

ARTICLE FOUR (4) Contracts

Before any contract is signed, the terms of agreement must be discussed amongst all three signing authorities. Details of any contract entered into by the TRSS must be relayed to the VP Finance and have the approval of a Ryerson faculty and/or staff member. These details may include but are not limited to the:

- I. Amount of the contract
- II. Payment terms of the contract
- III. Alternatives to said contract
- IV. Justification for entering the contract

The Student Group Coordinator must review any contract exceeding \$5000. Before any contract can be signed, the Student Group Coordinator must approve of the contract and be a signing authority when it is being signed.

ARTICLE FIVE (5) Cost Recovery

All receipts must be submitted within 30 days of the expense being incurred or 30 days from the Event (whichever occurs later). The VP Finance of the TRSS must sit down with Student Group VP Finances and Presidents early in the year in order to ensure this policy is enforced.

5.1 REIMBURSEMENT DELIVERABLES

A completed Cheque Requisition form outlining the details of the expense incurred must accompany receipts. These details include but are not limited to:

- I. The cheque recipient
- II. Description and rationale for the expense
- III. Appropriate budget line

For record keeping purposes, once the cheque has been authorized by the appropriate signing authorities, the TRSS will retain:

- I. The completed cheque requisition form

- II. Any associated receipts
 - a. Photocopied copies of cheques will be retrieved from the bank on a regular basis
 - b. Current year expenditures must be kept in the office for reference
 - c. Expenditures going back 5 years must be kept on or close to TRSM in order to reference them if needed.

5.2 RECEIPTS

Receipts from cash registers and invoices are acceptable forms of reimbursement deliverables.

Invoices must have, at least, the vendor's address and contact information and GST/HST numbers where applicable.

In rare cases, the TRSS will accept print outs of bank account and credit card transactions.

However, the signing authorities will use their discretion in determining whether the information is sufficient for reimbursement.

- a. Receipts **MUST** be itemized and not just proof that an expense was paid by Visa/Mastercard/etc.
- b. If a receipt does not have itemized amounts, the student group or individual risks not getting reimbursed.

5.3 REIMBURSEMENT

5.3.1 STUDENT GROUPS

The TRSS will only reimburse a student group that has been approved for funding. The student group is responsible for submitting a requisition in one package once all receipts have been collected for the specific event.

This package must include an Event Review Report that consists of:

- I. A final budget compared to the original submission
- II. Event successes and areas for improvement
- III. An updated event summary

After the review of the VP Finance, funds will not be distributed to individual persons and must be written and deposited into the student group bank account. Upon receipt of the reimbursement, the respective student group is responsible for distributing the funds to those who made the purchases.

5.3.2 CONFERENCES AND COMPETITIONS

Delegate expenses may be directly payable to the respective organizing committee of the conference or competition. Travel and accommodation will be reimbursed upon submission of Receipts from the attendees. Individuals will be reimbursed for approved amounts.

1. The Student Group Coordinator MUST approve all reimbursements before payment can be made.
2. Should a delegate not receive either breakfast, lunch, or dinner at their conference or competition, they will be given an allowed amount for reimbursement contingent on the receipts submitted. These amounts are as follows:
 - \$10 for Breakfast
 - \$15 for Lunch
 - \$20 for Dinner

5.3.3 TRSS INTERNAL

Deposits and large expenses will be payable directly to suppliers where written cheques are acceptable forms of payment. If alternate forms of payment are required, internal purchases by board or committee members will be reimbursed to the purchaser upon submission of receipts.

5.3.4 OTHER

A student group may submit receipts before a completed fund reimbursement package is submitted if a substantial deposit has been made to secure a vendor.

- A staff member must sign a contract before the agreement can be entered into.

ARTICLE SIX (6) Funding Requests

Decisions on funding requests will take place in a TRSS Board of Directors meeting or Student Group Funding Committee (SGFC) meeting. In order for a funding request to be granted, the decision must be a result of a majority vote of either the Board of Directors or SGFC members.

These decisions must be within the constraints of the budget. Signing authorities may not alter these decisions.

Normally, any requests for amounts totaling greater than or equal to \$10,000 will be made to the Board of Directors. Likewise, all funding requests for amounts totaling less than \$10,000 will be made to the Student Group Funding Committee. However, the VP Finance may, at his or her discretion, bring these funding requests to the Board of Directors. Funding requests must be submitted a minimum of 5 days before a scheduled Board of Directors or SGFC meeting.

All receipts submitted for reimbursement must be relevant to the budget lines approved by the funding request. Any expenses that exceed the budgeted amount presented to and agreed upon by the TRSS will be the responsibility of the purchasing party. Excess amounts will not be reimbursed without an additional funding request.

ARTICLE SEVEN (7) STUDENT GROUPS

The TRSS accepts funding proposals from Clubs, Student Groups, Course Unions, Ryerson Business Competition teams within the TRSM and other organizations as the TRSS Board sees fit. Each proposal must have an accompanying budget as outlined by the TRSS and must be presented at one of the TRSS Board of Director meetings. The presentation should take place no later than two weeks prior to the actual event unless this creates undue

hardship. Upon approval, the TRSS will communicate approved amounts per budget line to the requesting party. These amounts are the maximum the TRSS will reimburse for the request.

*Note: refer to Student Group Policies for more information.

7.1 EMERGENCY STUDENT GROUP FUNDING

In the case of an emergency, the President of the TRSS may loan a student group the lesser of \$1,000 or the remaining balance in the President Expense line item. The President can then explain the expense to the rest of the Board at the next Board of Directors meeting. If a motion to ratify the full expense or a portion of the expense passes, the amount can then be reallocated to the Student Group Expense line and the President Expense line will be credited the amount passed by the Board.

7.2 INDIVIDUAL STUDENT FUNDING

All individual student funding requests will be made to the TRSS Board of Directors as per conferences and competition policies. This may include things such as networking development sessions and/or business case training

Following the event, the student is to complete a post conference and/or competition report. Reimbursement for agreed expenses will take place after the quality of the aforementioned report has been approved.

Scenario A

Full time students within the TRSM are eligible to present a funding request for the purpose of attending a business conference and/or competition. All requests must have an accompanying budget and itinerary outlining the event and must be presented at one of the Board Meetings.

Scenario B

Full time undergraduate students within the TRSM who pay an TRSS student levy are eligible to apply to attend conferences and/or competitions. The TRSS will outline which expenses associated with the conference and/or competition are eligible for reimbursement. As a general rule, one or a combination of the three will usually be reimbursed: delegate fees, travel expenses to the conference location and accommodations.

TRSS Student Group Policies

PREAMBLE

In order to be recognized as an official Ted Rogers Students' Society (TRSS) student group and receive all the benefits herein, the student group must meet all qualifications and follow all guidelines set in this document.

ARTICLE ONE (1) GENERAL RULES

The student group's actions must not be contrary to the Ontario Human Rights Code, Ted Rogers Students' Society, Ryerson Students' Union (if applicable) or Ryerson University policies.

1.1 No individual connected with a student group can realize any financial gain from the student group's actions or activities

1.2 Student groups are funded by the TRSS for the benefits of Ryerson commerce students; therefore, all efforts should be made to ensure activities are directed towards commerce students. Activities may reach beyond the Ted Rogers School of Management but the greater benefit should be for the commerce programs. All off-campus events involving elevated physical activity must be run in accordance with Ryerson University Student Event Risk Guidelines. Student Event Risk Assessment forms must be completed two weeks prior to the event and submitted to the Student Programs office.

1.3 All student groups are required to have a valid constitution and must submit any amendments to the TRSS annually. This must be submitted by September 30 each year. The constitution must be signed by the executive team.

1.4 Along with the constitution, all Student Groups are required to file a signed executive list with valid student numbers, emails, and telephone numbers of the executive members along with the student group bank account name on an annual basis, by September 1st.

ARTICLE TWO (2) STUDENT GROUP STATUS

A TRSS student group is not deemed as recognized unless a complete record of its signing officers and executive officers has been submitted to the TRSS by the deadline as designated by TRSS.

2.1 No funding or other benefits may be received by the group until such time as the signing and executive officers list is received by the TRSS Executive Vice President

2.2 All funds, benefits and privileges extended to the student group will be withdrawn until this document has been fully completed and received by the TRSS

2.2.1 Only TRSS members (full-time bachelor of commerce students) may hold the

- President position with any student group.
- 2.2.2 Student group composition (voting members) must be at least 51% (majority) TRSS members.
- 2.2.3 Student groups may not charge levies or membership fees to TRSS members for the purpose of realizing simply a financial gain.
- 2.4 All student groups are expected to undertake projects and programs to benefit their members and the Ryerson Commerce community.
- 2.5 Workshop(s), summit(s), retreats or general meetings must be attended by a minimum of one (1) executive member or their designate (team member). Non-attendance will automatically result in a status of probation, the terms of which shall be determined by the TRSS.
- 2.6 Probation will be applied as outlined in the Probation, Termination Policy and Procedures.
- 2.7 The Student Group Committee will use the *Status Process* document to determine each student group's status.
- 2.8 The Executive Vice President is responsible for providing the student group with a copy of all TRSS student group policies. Student group executives are responsible for familiarizing themselves with all policies pertaining to their operations and contained within the annual manual provided by the TRSS.

ARTICLE THREE (3) PROBATION, TERMINATION POLICY & PROCEDURES

A student group may be put on probation by a majority vote of the TRSS, should the board have reasonable evidence through the Student Group Status and Audit that the student group has violated policies OR not met the standards for the Status Application and Audit.

- 3.1 The group will be notified via email of potential probationary status by the Student Group Committee, at which point they will be requested to submit additional documentation for the year within two weeks.
- 3.2 Student groups will be notified of their full probationary status via email, along with the probationary terms.
- 3.2.1 If the group wishes to do have their status re-evaluated again, they are requested to attend the next TRSS board meeting to give a presentation outlining the reason their status should be changed.
- 3.2.2 This notice will be delivered no less than five business days prior to the meeting.
- 3.2.3 Failure to send a representative to this meeting will result in an automatic acceptance of the Student Group Committee's decision.
- 3.3 The TRSS Board will decide on the group's status immediately following the board meeting, to be determined by majority vote. The President will issue a written statement via email of the board's decision along with any specific terms of probation.

General Terms of Probation:

- Must have monthly meetings with your Ted Rogers Students' Society director
 - One meeting mid-Fall semester with Student Engagement & Business Development staff member(s)
 - Events limited to 3 per semester or as determined by the board
 - Any additional requirements as determined by the board
- 3.4 Failure of the 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

3.5 Probation will be lifted upon a scheduled meeting to re-evaluate the status of the student group.

3.6 Any student group that remains on probation for two years or more OR which does not fulfill the interests of TRSM students has potential to be removed from the TRSS umbrella.

3.5.1 The outlined probationary process will be followed in cases where a student group is being removed.

3.5.2 Student groups which are removed may have the opportunity to receive support from TRSS for up to one year and can re-apply as a student group after a set period of time to be determined by the board.

ARTICLE FOUR (4) TRSS FUNDING

Approval of all funding applications must be obtained by the TRSS prior to the event or activity.

4.1 In order to be fully reimbursed, an updated budget with actual dollars spent will be required along with original receipts.

4.1.1 Student groups should maintain a copy of the receipts for their records.

4.2 Funding from the TRSS is to be received on a reimbursement basis. In order to receive reimbursements, receipts must be submitted along with a Cheque Requisition form that can be obtained from the TRSS office. If the funding was for an event or conference, a 250 word report must be submitted along with the receipts.

4.3 The TRSS may provide advanced funding as opposed to reimbursements on a case by case basis. If so, a \$25 deposit must be handed to the TRSS before any funding is given. The deposit will be returned to the students once a 250 word report has been documented for the TRSS outlining the positives, negatives, suggestions along with picture documentation of the event.

4.4 Any Student Group bank account(s) must be open, transparent and available to the TRSS to review upon request if necessary.

4.4 Official student organizations receive a chit during the summer of each year to help start their progress pending approval of the current TRSS Board of Directors. The chit will be determined by the President and VP Finance with Board approval pending summer work shop(s) participation, a signed constitution by the Executive, a fiscal budget, and a calendar of events for the year.

4.5 Student groups in clear standing can receive up to full funding for their requests.

4.6 No loans will be issued by TRSS for any reason or purpose.