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*Located on Haudenosaunee and Anishinaabe, traditional territories*

# NOTICE OF MOTION REGARDING ADOPTION OF AN EVENTS MANAGEMENT POLICY 2019-10-03

Submitted for: October 10, 2019

**WHEREAS**, the SSMU Operations Department has requested greater clarification on the rules and regulations surrounding internally organized events;

**WHEREAS**, the Events Management Policy (“the Policy”) included as Appendix A has been reviewed and revised by the Board of Directors, including an ad-hoc Working Committee of the Board of Directors to reflect the legal and operational needs of the SSMU in event planning;

**WHEREAS**, the Policy incorporates, builds on, and strengthens the provisions elaborated in the Policy on VP Internal Intoxication and V.I.P Culture at SSMU Events 2018-09-27;

**BE IT RESOLVED, THAT** the SSMU Legislative Council adopt the Events Management Policy included in Appendix A;

**BE IT FURTHER RESOLVED, THAT** the Policy shall expire on October 24, 2019.

Referred by:  
Board of Directors



# APPENDIX A

## Events Management Policy

### 1. OVERVIEW AND SCOPE

The Students' Society of McGill University ("SSMU") has the final legal responsibility for all events planned and hosted by its internal bodies such as the Students' Society Programming Network ("SSPN") and the Executive Committee. This Policy seeks to balance risk management and mitigation principles of the SSMU with the operational needs of event organizers to flexibly plan and organize events that enhance student life at McGill University for SSMU Members.

This Policy applies to all events organized either directly or indirectly by the Executive Committee or the portfolio committees of any Officers of the SSMU.

### 2. INCREASED RISK EVENTS

1. All events that exceed 200 people in attendance, include alcohol, host an outside speaker, include unusual activities or equipment, and/or involve expense(s)/revenue(s) in excess of \$1,000 must be approved by the SSMU Executive Committee at least 15 days prior to the event.
2. All organizers of events that exceed 200 people in attendance, include alcohol, host an outside speaker, include unusual activities or equipment, and/or involve expense(s)/revenue(s) in excess of \$1,000 must inform the Building Director and Operations Director at least 15 days prior to seeking approval from the SSMU Executive Committee.

### 3. CONTRACTS

1. All third-party contracts must be negotiated and will be signed by the Operations Director, and in their absence the General Manager, but the Vice-President (Internal Affairs) and members of SSPN will be permitted to search for, reach out to, and begin discussions with venues and other third parties with the Operations Director being made aware.



## 4. SAFETY AND EMERGENCIES

1. All SSMU Executive organizers must not consume drugs or alcohol prior to and for the duration of the event. Alcohol or drug consumption by Executives will be reported to the Board of Directors.
2. All staff or volunteers that consume alcohol or drugs to an extent that renders them incapable of carrying out their duties prior to or during the at an event will be excluded from the event and subject to disciplinary action up to and including dismissal. A minimum of two (2) members of SSPN and the Vice-President (Internal Affairs) will be sober at all events.
3. There must be at least one (1) certified First Aid responder as part of the organizer or support team per 100 attendees.
4. The Vice-President (Finance), and in their absence, the President, should be on call or available in person for any legal or financial issues that may arise.
  - a. Events requiring Executive attendance are considered working hours and will be accommodated.
5. All events including alcohol will be managed by the Operations Director and security for said event will be managed by the Building Director. In the absence of either the party the General Manager will assume management.
6. All itineraries and locations of events involving alcohol must be approved at the Executive Committee.
7. The layout of any event must be approved by the Building Director and in their absence, the General Manager.
8. All security and server plans will be approved by the Building Director and Operations Director respectively.
9. All events that fail to meet safety and security standards may be cancelled or altered at any time by the Building Director and in their absence the General Manager. Event organizers will be notified of any cancellation or alteration of the event.
10. All SSMU events that include alcohol consumption off campus must be held at an establishment with a valid liquor permit.



11. All attendees that consume alcohol and/or drugs and are visibly intoxicated prior to the event will be excluded from entry. In the case of purchased tickets, no refunds will be given.
12. All attendees that carry alcohol and/or illegal drugs to an event will be excluded from entry. In the case of purchased tickets, no refunds will be given.
13. For issues arising from events that cannot be controlled or managed by the event organizers, the point of emergency contact will be in the following order:
  - a. Operations Director;
  - b. Building Director;
  - c. General Manager.
14. All events will be held within 5 KM of the McGill University downtown campus. Exceptions must be approved at the Executive Committee.

## 5. BUDGETS AND SPONSORSHIPS

1. All events must include a budget using the Budget Template approved by the SSMU Vice-President (Finance) five (5) days prior to seeking approval from the Executive Committee. In the absence of the VP Finance, the General Manager will approve the budget.
2. All sponsorships shall require a Sponsorship Agreement. The only signing officers for sponsorship agreements are the SSMU President, SSMU Vice-President (Finance), SSMU General Manager, and SSMU Operations Director.
3. Sponsorships for events will be coordinated primarily through the Operations Department, and/or the Sponsorship Representative, though others, including SSPN members will have permission to seek out sponsorship opportunities.
4. All budgets must include a 10% contingency cost.
5. Volunteers or unpaid committee members shall have no decision-making powers on matters with financial implications beyond the budgeted amount or legal implications.
6. Expected or real cost overruns must be reported to the SSMU Vice-President (Finance) immediately. Deficits will be assumed by consecutive, future events, unless in the case that the Executives take exceptional action to cover all or part of a deficit with an alternative funding source. Should the SSMU Executive Committee decide that a deficit renders an event



untenable, and should no funding be available, the SSMU Executive Committee shall meet to decide whether the event should be cancelled for the transaction year.

7. All ticket and associated item sales will be managed by the Operations Department in consultation with the Vice-President (Finance). Under no circumstance will Executives or volunteers be allowed to accept or manage any cash or cash equivalent transactions.
8. All payments for vendors, materials and supplies must be made through the Operations Department, under no circumstances should Volunteers or Executives be reimbursed for any such transactions.
9. Payments for Vendors, materials and supplies must be made through the Operations Department prior to the date of the event.
10. In extenuating circumstances, small purchases totalling less than \$150 per person and within the scope of the event budget may be made at the discretion of the Executive organizers and will be reimbursed in accordance with accounting policies. No alcoholic beverages of any kind may be purchased by volunteers for the purpose of running the event.
11. All reimbursement requests must be submitted with original receipts and bank statements within 90 days of the event. Any reimbursement requests not submitted within 90 days of the event will not be approved.

## 6. REPORTING AND EXCLUSIONS

1. A master exit report, with input from all relevant parties, must be compiled by the lead organizer and submitted within 72 hours of the events completion.
2. The Executive Committee will include a permanent “Event Declaration” business item on each agenda to include dates, times, locations and participation numbers (if known, applicable).
3. Governance and charitable events will be excluded from the above regulations unless the events include alcohol or carry a higher risk.