



EVENTS POLICY

Adopted by Legislative Council: 2020/03/26

Expires: 2025/01/01

[Adopted Motion \(Link\)](#)

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. It also incorporates harm reduction principles, taking into account the effects of alcohol on the ability of an event organizer to ensure the safety of participants. Finally, it seeks to recognize the V.I.P. Culture perpetuated within Society events, in order to mitigate undue power dynamics arising from such.

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

2.1 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 at the Executive Committee 15 days prior to the event;

2.2 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 \$1000 must inform the Building and Operations Directors 15 days prior to seeking approval from the Executive Committee;



3. Contracts

3.1 All third-party contracts must be negotiated and will be signed by the Operations Director and in their absence the General Manager, but the Executive organizer and members of the planning committee will be permitted to search for, reach out to, and begin discussions with venues and other 3rd parties with the Operations Director being made aware;

4. Staffing, Safety, and Emergencies

4.1 All SSMU Executive organizers and other paid event organizers must not consume drugs or alcohol prior to and for the duration of the event. Alcohol or drug consumption by Executives should be reported to the Human Resources Committee of the Board of Directors, and may result in suspension or other disciplinary measures as deemed appropriate by the Committee and ratified by the Board. Intoxication of other paid event organizers should be reported to their Supervisor or the Executive in charge of the Event.

4.1.1 The Human Resources Committee should, in their deliberation, consider historical incidents of SSMU and ensure that there is not a misappropriation of resources provided to those planning SSMU events.

4.2 Volunteer organisers will be chosen by the Executive in charge of the event to remain sober, so as to assist in the proper and safe functioning of the event. These volunteer organisers shall be in charge of facilitating the event and shall be overseen by the employees and Executive in charge of the event. They will be given shirts and other materials by event organizers so as to ensure that they are easily identifiable by participants.

4.2.1 The number of these organisers shall vary based on the total number of volunteer organisers in the event-planning body. For a body of less than fifteen people, it shall be two organisers. For more than fifteen, it shall be four.

4.2.2 Volunteers or unpaid committee members will have no decision-making ability on matters with legal implications, or on matters with financial implications beyond the budgeted amount.

4.2.3 The event organizers may choose to set up a schedule of volunteer shifts, in which case the volunteers shall only be prohibited from consuming alcohol prior to and during their shift.



- 4.2.4** All volunteers are expected to abide by the Policies of the Society and the Volunteer Manual.
- 4.3** There must be 1 certified First Aid responder as part of the organizer or support team per 100 attendees; for events over 200 attendees, this requirement may be reduced to not less than two (2) certified First Aid responders, regardless of the number of participants, at the discretion of the Building Director and Operations Manager, if event-related risks to participants are deemed low;
- 4.4** Event organizers should, as a matter of harm reduction, work with established campus partners to ensure the safety of participants at events. These partners fulfill needs such as: offering water to intoxicated individuals (Red Frogs), driving or walking individuals to a safe location (DriveSafe/WalkSafe), First Aid responders (MSERT), peer support workers (Peer Support Centre and SACOMSS).
- 4.4.1** Organizers shall ensure that these partners are given information pertinent to the fulfillment of their roles prior to the start of the Event. This includes a general briefing on the itinerary, contact information of event organizers, fire exits, etc.
- 4.5** The VP Finance, and in their absence, the President, should be on call or available in person for any legal or financial issues;
- 4.6** Events requiring Executive attendance are considered working hours;
- 4.7** 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 party, the General Manager will assume management. “Management” shall entail the authority to direct staff and volunteers, communicate with the venue, declare an end to the event, and other operational and safety decisions;
- 4.8** All events will held more than 5km away from the downtown campus must be approved by the Executive Committee;
- 4.9** 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;
- 4.10** All itineraries and locations of events involving alcohol must be approved at the Executive Committee;
- 4.11** The layout of any event must be approved by the Building Director and in their absence, the General Manager;



4.12 All security and server plans will be approved by the Building Director and Operations Director respectively;

4.13 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.

4.14 All SSMU events that include alcohol consumption off campus must be held at an establishment with a valid liquor permit;

4.14.1 As a matter of law, alcohol cannot be served at these venues by staff and/or volunteers. The employees of the establishment have a legal requirement to monitor the consumption level of individuals, and are trained to identify when an individual should be cut off.

4.14.2 Volunteers cannot reasonably be expected to have this information, and are therefore prohibited from serving alcohol to participants, on their teams or otherwise. This includes continuously pouring alcohol for other participants at events such as “Power Hour”.

4.15 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;

4.16 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;

4.17 All organizers of events involving registration shall work with the SSMU Anti-Violence Coordinators to ensure that individuals restricted under the Involvement Restriction Policy shall not be able to register for said event.

4.18 All organizers of events must ensure that all participants are made aware of and consent to the following policies: SSMU Gendered and Sexualized Violence Policy and SSMU Equity Policy.

4.18.1 Other behaviours that make participants unsafe shall be grounds for removal from events, at the discretion of the event organizers.

5. Budgets And Sponsorships

5.1 All events must include a budget (see Budget Template) approved by the Vice-President Finance (VP Finance) 5 days prior to seeking approval from the Executive Committee. In the absence of the VP Finance, the General Manager will approve the budget;



5.2 Sponsorship for events will be conducted primarily through the Operations Department, and/or the Sponsorship Representative, though others, including the event's planning committee will have permission to seek out sponsorship opportunities. The only signing officers for sponsorship are the VP Finance, General Manager, Operations Director, and President.

5.3 All budgets must include a 10% contingency cost.

5.4 Expected or real cost overruns must be reported to the VP 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 Executives decide that a deficit renders an event untenable, and should no funding be available, the Executives shall meet to decide whether the event should be cancelled for the transaction year.

5.5 All ticket and associated item sales will be managed by the Operations Department in consultation with the VP Finance. Under no circumstance will Executives or volunteers be allowed to accept or manage any cash or cash equivalent transactions.

5.6 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 transactions.

5.7 Payments for Vendors, materials and supplies must be made through the Operations Department prior to the date of the event.

5.8 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.

5.9 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

6.1 A master exit report, with input from all relevant parties, must be compiled by the lead organizer and submitted within ten (10) days of the event's completion.



6.2 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).

6.3 Governance and charitable events will be excluded from the above regulations unless the events include alcohol or carry a higher risk;

7. Creating a Culture of Inclusivity

7.1 SSMU funds must not be spent on alcoholic beverages or gifts exceeding fifty dollars (\$50) in value exclusively for SSPN members or for any other individuals planning SSMU events; exceptions need to be approved at Executive Committee.

7.1.1 This should not be interpreted so as to imply that organizers should take on personal expenses where such expenses are necessary for personal safety or the functioning of the event or event series (e.g., travel, food, entry to events).

7.2 Event organizers shall take reasonable steps to ensure that events are inclusive and accessible to non-drinkers, Members with accessibility needs, and Members requiring equity considerations.

7.2.1 Event organizers will consult with the SSMU Equity Commissioners on all event themes, including team names, scavenger hunt challenges, and other events, prior to this content being released to participants. Suggestions by the Equity Commissioners will be incorporated unless the parties agree that this is infeasible.

7.2.2 Event organizers should consider physical accessibility in the selection of event venues. Moreover, accessibility info should be advertised along with every event, including but not limited to: the presence of flashing lights, strong scents, wheelchair access, gender-neutral washrooms, availability of services, quiet area and event organizer contact numbers.

7.3 Event organizers will ensure that gluten-free and alcohol-free options are available at all events where alcohol is sold or provided.

7.3.1 Similarly, when advertising events, organizers must ensure they are not promoting alcohol consumption.

7.4 In budgeting for events, Event Organizers should consider the financial accessibility of events as event price can serve as a barrier to participation.