



MOTION REGARDING AN EVENTS POLICY

2020-03-12

Submitted for: 2020-02-27

Submitted to:	SSMU Legislative Council	Document no.:	LEG-PUB-MOT-2020-02-27-006 (to be assigned by Steering)
Moved by:	Adam Gwiazda-Amsel <i>Vice-President (External Affairs)</i>	Current Status:	<input checked="" type="checkbox"/> FOR APPROVAL <input type="checkbox"/> APPROVED <input type="checkbox"/> POSTPONED <input type="checkbox"/> COMMITTED <input type="checkbox"/> NOT APPROVED
Seconded by:	Jonah Fried <i>Inter-residence Council Representative</i>		

Issue The SSMU Operations Department has requested greater clarification on the rules and regulations surrounding internally organized events. Given that many creative decisions are taken by student-centric bodies while operationalizing these decisions typically falls to the Operations Department, the following policy serves to formalize the operating procedures related to SSMU Events.

Background and Rationale SSMU internal procedures exist in something of a nebulous state. While many, such as employee manuals and internal communications guides, do not necessarily merit governance formalization of the same degree, it is clear that a far greater population of students interact with SSMU events. Through the adoption of a clear set of procedures for hosting events, the SSMU hopes to enstore institutional memory with regard to procedures. Furthermore, a clear set of rules on matters of intoxication and V.I.P. culture will hopefully increase the accessibility and variety of SSMU events, such that they can better serve the full student population.

Alignment with Mission In the interest of explicit and direct accountability, the present policy outlines ‘dos’ and ‘donts’ of events such that problematic behaviour can be identified as such.



Consultations Completed 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;

Risk Factors and Resource Implications The Policy has few resource implications insofar as these steps are already taken in general. It will, in some cases, require a small workload increase on the Executive Committee in their review of Society activities.

Sustainability Considerations A framework for formal event procedures can be built on to ensure increasingly safe and inclusive events going forward.

Impact of Decision and Next Steps If approved, this policy will replace the *VP Internal Intoxication and V.I.P Culture at SSMU Events Policy*.

Motion or Resolution for Approval Be it resolved that the SSMU adopt the Events Policy (Appendix A).
Be it resolved that this Policy expire on 1 January, 2025.

Results of the Vote

In favour	()
Opposed	()
Abstain	()



APPENDIX A: EVENTS POLICY

1. OVERVIEW AND SCOPE

1. 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

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 \$1000 must be approved at the Executive Committee 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 \$1000 must inform the Building and Operations Directors 15 days prior to seeking approval from the 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 3rd parties with the Operations Director being made aware;

4. STAFFING, SAFETY, AND EMERGENCIES

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.

- a. The Human Resources Committee should, in their deliberation, consider the historical abuse of power in the portfolio of the Vice-President (Internal Affairs) that has normalized spending copious amounts of money on alcohol and other perks for those individuals planning SSMU's drinking events.

2. There must be 1 certified First Aid responder as part of the organizer or support team per 100 attendees;



3. The VP Finance, and in their absence, the President, should be on call or available in person for any legal or financial issues;

4. Events requiring Executive attendance are considered working hours;

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. “Management” shall entail the authority to direct staff, communicate with the venue, declare an end to the event, and other operational and safety decisions;

6. All events will held more than 5 KM away from the downtown campus must be approved by the Executive Committee;

7. 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:

i. Operations Director;

ii. Building Director;

iii. General Manager;

8. 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.

9. All itineraries and locations of events involving alcohol must be approved at the Executive Committee;

10. The layout of any event must be approved by the Building Director and in their absence, the General Manager;

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



12. 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.

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

14. 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;

15. 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;

16. 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.

5. BUDGETS AND SPONSORSHIPS

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;

2. Sponsorship for events will be conducted primarily through the Operations Department, and/or the Sponsorship Representative, though others, including SSPN members will have permission to seek out sponsorship opportunities. The only signing officers for sponsorship are the VP Finance, General Manager, Operations Director, and President;

3. All budgets must include a 10% contingency cost;



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

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;

7. V.I.P. CULTURE

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
 - a. 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).
2. Executives may not become intoxicated at SSMU events of which they are in charge.
 - a. Any accusations from a SSMU member that the Executive in charge became intoxicated to the point that they were incapable of performing their duties at a SSMU event of which they were in charge be brought to the Accountability Committee for an initial investigation.



3. Volunteer organisers in leadership capacities will be chosen by the Executive in charge of the event to remain sober, so as to ensure the proper and safe functioning of the event.
 - a. 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.

FOR APPROVAL