Definitions

*Partnership* refers to non-monetary gifts\(^1\) such as:

(a) Space in MacEwan Student Centre (e.g. meeting rooms, hall, ballroom, north and south courtyard);
(b) Resources\(^2\) (e.g. equipment, access to marketing platforms); and
(c) Services (e.g. catering\(^3\), printing).

Authority and Mandate

1 (1) The Union Bylaw establishes the Operations and Finance Committee as a Standing Committee of SLC.

(2) Operations and Finance Committee’s Terms of Reference states that the committee may approve requests related to gifts of space and/or resources to student groups (other than SU registered student organizations) and other on- or off-campus groups that provide a benefit to the student experience. Only Operations and Finance Committee is delegated the authority by SLC to review and approve Partnership proposals.

Principles

2 (1) The SU believes that partnering with unaffiliated student groups, university departments and units, and community organizations can add value to the student experience. In accordance with this, these partnerships must show clear benefit to both undergraduate students and align with SU values. The SU is committed to supporting events that, among other things:

(a) Provide opportunities for students that complement their academic pursuits;
(b) Encourage the formation of social and community connections;
(c) Promote the physical and mental wellbeing of the campus community; and

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\(^1\) Approved Partnership agreements will not include the waiving of audio-visual equipment provided by the University of Calgary Com/Media Department or waiving of normal cash gratuities provided to SU employees. Further, partnerships may not include use of SU employee resources unrelated to the direct provision of space, resources, or services included in this definition. For example, the SU will not approve partnerships that require SU staff to recruit or manage volunteers for an event, program, activity or initiative.

\(^2\) Pursuant to Executive Cabinet 34.67 (Oct. 8/09) Students’ Union audio equipment is to be used for SU events only and will not be lent to externals groups.

\(^3\) Requests for discounts from SU Conference and Events Centre catering services may not exceed 15% of the current menu rates.
(d) Foster university pride.

Policy Statement

3 (1) Partnerships shall:

(a) Be exclusively non-monetary in nature;
(b) Provide a benefit to the student experience; and
(c) Align with the SU’s mission, vision, and values, in accordance with its mandate established in the Post-Secondary Learning Act.

(2) Partnerships, as defined in this procedure, shall be the only way in which the SU may offer support to third party events, programs, activities or initiatives.

(a) Third parties may include but are not limited to:

(i) Charitable and non-profit organizations;
(ii) Businesses; and
(iii) Government agencies.

(3) Operations and Finance Committee shall not approve Partnerships that:

(a) Violate SU or University of Calgary policies or procedures;
(b) Are inappropriate for SU space;
(c) Are intended to generate revenue for the third party;
(d) Do not align with the SU’s Strategic Plan or Executive Goals as approved by SLC; or
(e) Do not align with the SU’s mission, vision and values.

(4) Operations and Finance Committee shall only consider Partnerships requesting space, resources, or services to the extent that they do not negatively impact the SU’s ability to promote or administer its own programs, services, business, and events or brand effectively.

Partnership Procedures

4 (1) In order to be considered by Operations and Finance Committee, Partnership proposals must:

(a) Be received by the General Manager or designate at least twenty business days prior to the event;
     (i) Operations and Finance Committee may consider late proposals at its discretion;
(b) Abide by the principles and policies established in sections 2 and 3 of this procedure;
(c) Identify a clear rationale for the Partnership request
(d) Include information about the organization itself (if applicable)
(e) Include a completed budget for the event;
(f) Include a list of all previous partnership requests that have been submitted on behalf of the third party;
(g) Include a tentative contract with MacEwan Conference and Events Centre;
(h) Detail a list of resources requested from the SU; and
(i) Include a statement of activities that will be undertaken to promote the event and recognize the SU as a partner.

(2) The General Manager or designate shall maintain a record of all Partnerships approved by Operations and Finance Committee including:

(a) a description of the Partnership granted as per the originating proposal;
(b) a list of the dollar value of the gifts granted by the Partnership; and
(c) the applicable Executive or General Manager account that sponsored the proposal.

(3) Operations and Finance Committee shall require all applicants who receive a Partnership to report back to the SU on the outcomes and impact of the Partnership activity or event

(a) Failure to provide a report to Operations and Finance Committee will result in the rejection of future Partnership proposals for a one-year period from the date of the Partnership activity or event.

(4) Resources, space, and services allocated and budgeted for Partnerships shall be reviewed annually by Operations and Finance Committee upon a recommendation from the General Manager.

(5) The Vice President Operations and Finance shall report all expenditures and decisions of Operations and Finance Committee Partnerships to the Students’ Legislative Council upon request.

5 (1) In the event that Operations and Finance Committee does not approve a Partnership, the SU may endeavor to help an applicant to identify existing campus programs or groups whose mandates may align with the applicant’s proposal.