

Partnership Procedure
Operations and Finance Committee

Created: January 19, 2010

Amended: July 26, 2012; October 9, 2014 (72.18); September
27, 2016 (74.16); June 19, 2018 (76.06)



Definitions

Partnership refers to non-monetary gifts¹ such as:

- (a) Space in the MacEwan Building (e.g. meeting rooms, hall, ballroom, north and south courtyard); and/or
- (b) Resources (e.g. access to digital and/or print marketing materials or platforms).

Authority and Mandate

- 1 (1) The Union Bylaw establishes the Operations and Finance Committee as a Standing Committee of SLC.
- (2) The Operations and Finance Committee's Terms of Reference mandate the committee to approve policies and procedures regarding partnerships with third parties, and the use of SU space and resources.

Principles

- 2 (1) The SU believes that partnering with external groups can add value to the student experience. External groups may include, but are not limited to:
 - (a) Student groups unaffiliated with the SU;
 - (b) University departments and units;
 - (c) Charitable, non-profit, and community organizations;
 - (d) Businesses; and
 - (e) Government agencies.
- 3 (1) Partnerships shall:
 - (a) Be exclusively non-monetary in nature;
 - (b) Provide a benefit to the student experience; and

¹ Waived costs do not include taxes, gratuities, labour fees, externally mandated costs (SOCAN, Re:Sound, etc.), security, catering, or costs not listed on the tentative contract or associated with equipment not owned by the SU (Com/Media etc.). 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.

- (c) Align with the SU's mission, vision, and values, in accordance with its mandate established in the *Post-Secondary Learning Act*.

Eligibility Requirements

- 4 (1) The SU is committed to supporting events that benefit undergraduate students and align with SU values. Partnership events should address one or more of the following pillars.
 - (a) *Total Education*, providing opportunities for students that complement their academic pursuits and/or important life skills;
 - (b) *Connectedness*, enabling students to build social and community relationships and linkages, and foster university and community pride; and/or
 - (c) *Wellness*, promoting the physical and mental wellbeing of the campus community, including but not limited to mental health, inclusion, and accessibility.
 - (2) The 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.
 - (3) The 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.
- 5 (1) Registered Student Organizations may request a form of Partnership known as a 'Charity Grant,' within the following constraints:
 - (a) Charity Grants shall be limited to non-monetary gifts of space.
 - (b) All event proceeds must go to a registered charity.
 - (c) The event must raise more than 75% of the waived space fees.²
 - (2) Charity Grants are subject to all Partnership procedures and requirements, including acknowledgement and reporting requirements.

Partnership Procedures

- 6 (1) To be considered by the Operations and Finance Committee, Partnership proposals must:
 - (a) Be received by the General Manager or designate at least 20 business days prior to the event, or accommodated at the discretion of the Operations and Finance Committee;

² Waived fees are calculated after any monetary discount regularly available to Registered Student Organizations.

- (b) Identify a clear rationale for the Partnership request, with reference to the pillars found in section 4;
 - (c) Include information about the applicant organization(s) if applicable;
 - (d) Include a complete budget for the event;
 - (e) Include a list of all previous partnership requests that have been submitted on behalf of the applicant organization(s);
 - (f) Include a tentative contract with MacEwan Conference and Events Centre;
 - (g) Detail a list of space(s) and resources requested from the SU; and
 - (h) 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 the 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) The 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 the Operations and Finance Committee in a timely manner may result in:
 - i. Rejection of future Partnership proposals from or in behalf of the applicant organization for up to one year; and/or
 - ii. An invoice for the space(s) and resources allocated through the Partnership, in whole or in part.
- (4) Space(s) and resources allocated and budgeted for Partnerships shall be reviewed by the Operations and Finance Committee in consultation with the General Manager or designate.
- (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.
- 7 (1) If the 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.