



Levy Handbook 2020-21

Written by Jay Muoio, 2020-21 Vice President Student Organizations

Preface

While levies are considered their own separate, autonomous bodies from VUSAC, each with its own mandate and unique portfolio of work, all levies still have certain responsibilities that they must complete annually to remain in line with VUSAC's standards. Though these responsibilities are already outlined throughout VUSAC's Governing Documents, this Handbook has been drafted to consolidate, summarize, and elaborate on everything levies at Vic must do. It is highly recommended that each prospective Levy Head read through this document to get a better sense of what their roles and responsibilities will be, should they be appointed.

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General Responsibilities

Levy Governing Documents

Each levy has its own Constitution or Operating Policy outlining their mandate and the responsibilities of their executives. These documents **must** be followed if levies wish to act as autonomous organizations, as they are one of the only avenues by which levies remain accountable to VUSAC and the Victoria College Union or "VCU" (which is the population of students that they collect their funds from).

If a levy would like to update or "amend" their governing document, they must first follow the process outlined within said document and then **must** bring forward the proposed amendment(s) to VUSAC as a motion. Please remember that approval by VUSAC is **necessary** for amendments to be considered official, and levies that edit their documents without following proper procedures may face consequences.

The VUSAC Vice-President Student Organizations must have an updated copy of each Levy Governing Document at all times. Funding will be withheld from a levy should this requirement not be met.

Levy Executives and General Membership

A full list of each levy's executive officers must be submitted to the Vice-President Student Organizations each academic year. Additionally, the Vice-President Student Organizations must be informed should any changes be made to a levy's executive.

At least 80% of a levy's executive members (inclusive of Levy Heads) must be members of the VCU. Additionally, the structure of each levy's executive must be in line with what is described within their governing document to be considered official.

At least 60% of a levy's (general) membership, as defined by their governing document, must be members of the VCU.

Equity Training

All Levy Heads, as well as at least 75% of a levy's total executive (Levy Heads are included in this total), must attend VUSAC approved Equity Training (as coordinated by the Vice-President Student Organizations). The VUSAC Constitution states that



the consequence for not fulfilling this requirement is loss of levy status, effective after the conclusion of that academic year (i.e. May 1st). However, depending on the circumstances, rather than completely dismantling the levy consequences may instead be enacted solely against the specific individuals responsible.

Key Access & Office Spaces

Some levies occupy spaces on Vic Campus. Those being:

- The Cat's Eye Student Lounge
- The Strand Office
- The Acta Victoriana Office
- The VicPride! Office
- The VicXposure Office & VicXposure Darkroom
- The VCDS Office & Annesley Hall Prop Room
- Caffiends Cafe
- The VCAA Office & Athletic Storage

The Vice-President Internal and Vice-President Student Organizations are your first points of contact regarding any questions or concerns about these spaces. The Vice-President Internal is also responsible for ensuring that your Heads and all appropriate executives have key access to the space, as provided by the Margaret Addison Hall front desk. All key-holders will be required to sign a contract outlining personal responsibility if their key(s) are destroyed, lost, or stolen.

Additionally, all key holders to office spaces inside of the VUSAC office (i.e. VCDS and VicXposure) will be required to sign additional contracts about VUSAC office rules and conduct.

Other

Levies are responsible for checking their email and mailbox in the VUSAC Office on a weekly basis, at minimum.

Levies must send at least one representative to the Victoria College Orientation levies event.



Levy Heads

Relationship to VUSAC

Levy Heads are considered Assessor Members of VUSAC, meaning that they are technically a part of VUSAC (though they are external to the main council). This is important to note because:

- 1) All Members of VUSAC, including Levy Heads, must be members of the Victoria College Union or "VCU" (i.e. must be Victoria College Students, live in a Victoria College Residence Building, or otherwise pay all Victoria College incidental fees).
- 2) No member of VUSAC may hold more than one position on Council per term. This means that if you are a Levy Head, **you are NOT allowed to hold any of the following positions until your term ends:**
 - A VUSAC Executive Position
 - A VUSAC Commissioner Position
 - A VUSAC Co-Chair or Staff Position
 - A VUSAC Councillor Position
 - Another Levy Head Position
 - Residence Don
 - Commuter Don
 - Victoria College Orientation Co-Chair
 - UTSU Victoria College Director
- 3) All students who have held a position on VUSAC at any point within that academic year are considered Neutral Parties in VUSAC's elections. This means Levy Heads are **NOT** allowed to endorse candidates in the VUSAC elections (other than themselves, should they be running). The VUSAC CRO will be in contact with more information about Neutral Parties well before the opening of each semester's Nominations Period.

VUSAC Meetings

VUSAC holds biweekly Regular Meetings throughout the normal school year. While it is not required, all Levy Heads (or a delegated executive) are expected to attend every so often to give an **Update/Report** on their recent activities. Levy Heads may also bring forward **Discussion items** or **Motions** (i.e. action items that VUSAC will vote on) to these meetings if they so wish. Please note that discussion items may be



submitted by any VCU member, while motioning is an exclusive privilege of Levy Heads. **However**, Levy Heads are not voting members of council and therefore cannot second or vote on any motions, no matter the circumstances..

If you would like to do any of the above, please add the item to the Meeting Agenda by notifying the VUSAC Chair at chair@vusac.ca at least 96 hours before the meeting is to be called to order (please include how long you would like this item to be discussed for in your email). You can still add an item as a late addition to the agenda at the very start of any Regular VUSAC Meeting, however it will only have a maximum of 3 minutes allotted to it and will be placed at the end of the agenda.

The Vice-President Student Organizations

The Vice-President Student Organizations (VPSO) is every Levy Head's point person at VUSAC, and is responsible for ensuring that each levy is up to VUSAC's standards. They are here to support and advise all Levy Heads should they ask, and are the first person a Levy Head should contact if they have any questions or concerns about anything at all.

Additionally, each Levy Head is required to attend three check-ins with the VPSO each academic year (one per semester and one in the summer).

Caucus & Reports

VUSAC holds a Caucus Meeting each semester. Caucus is a place where leaders from across the Victoria College community gather to report to and be held accountable by the VCU. In addition to attendance at Caucus being **mandatory**, each levy is also required to submit a report detailing the work they've done and their financial activities well before the day of Caucus. Levy Heads will be contacted by the Vice-President External with further info well in advance of each Caucus.

Impeachment

Levy Heads may be impeached by VUSAC vote for failing to uphold their governing document or due to negligence of their responsibilities. Impeachment can only take place after VUSAC has made an attempt to assist the Head(s) in fulfilling their responsibilities, to no avail. Motions to impeach may only be brought forward by a VUSAC Executive. After removal, the VUSAC Executive must promptly run an election/hiring process to replace the relevant Head(s).



Finances

Banking & Signing Authority

Each levy has a bank account and (with the exception of the Student Projects Fund) should have 2-3 executives that act as signatories of this account; these executives usually being the Levy Head(s) themselves and sometimes an additional Finance Executive. Levies must contact their bank and facilitate the process of transferring signing authority each summer to maintain control over their accounts and funds. All cheques issued by your levy **must** be signed by two signatories. All levy bank accounts must also be held in trust by VUSAC.

Budgeting

Levies are responsible for submitting a budget request to the VUSAC Finance Chair for both the Fall and Winter VUSAC budgeting terms (as well as the new optional Summer Budgeting Term). This budget must outline all expenses and revenue that are expected to be accumulated within that budgeting term.

This budget then must be approved by the Budget Steering Committee and ratified by VUSAC vote: this is done to confirm that no levy budget conflicts with any of VUSAC's Budget Steering Policies. Levies are only permitted to spend funds as outlined in this final ratified budget; if they wish to alter the funding they've allocated, they must submit a budget reallocation request to the Finance Chair, which must then be approved by VUSAC.

More details about the budgeting process each year can be found in VUSAC's annual Budget Steering Policy, which should be available at vusac.ca/docs.

Semesterly Audits

The financial books of each levy are subject to a review by the VUSAC Finance Chair and a representative from the Bursar's Office at the end of the Fall and Winter semesters. This is to ensure that levies have spent their funds responsibly and have adhered to their ratified budget for that semester. Further release of levy funds is contingent on being up to date with these audits.



Communications & Events

Postering & Printing

Postering is not permitted this year due to COVID-19 restrictions.

Levies are allowed to print as much levy-related material as they want (within reason) at the VUSAC Office for free. All levy posters put up on Victoria College Campus must be signed by a member of the VUSAC Executive (i.e. the President or one of the Vice-Presidents) or a staff member from the Dean's Office. If a poster lacks a signature, it will be removed.

Space Booking

Space booking is generally not available this year due to COVID-19 restrictions.

Levies are able to book a number of spaces on Vic Campus for their events:

- To book non-student run spaces within the Goldring Student Centre, you need to go through Events Victoria; please email vic.spaces@utoronto.ca with your inquiry.
- To book the Cat's Eye Lounge, you need to go through the Cat's Eye Co-Managers. You can book the lounge at thecatseye.ca/contact.
- To book spaces in the VUSAC Office, you need to go through the VUSAC Office Manager. You can book VUSAC spaces at vusac.ca/room-booking.

Online Communications & Events Calendar

To have your events/initiatives shared on VUSAC's social media channels and/or to add your event to the Victoria College Events Calendar (vusac.ca/events), all you need to do is fill out the following form: <https://forms.gle/dk7cQrY3AzF747C48>

For any additional questions about this form or other levy-related communications on the VUSAC end, please contact the Communications Coordinator at communications@vusac.ca.



VICTORIA UNIVERSITY STUDENTS' ADMINISTRATIVE COUNCIL

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(416) 585 - 4473
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Contacts

Position

Email or Link to Contact List

List of VUSAC Council Members

vusac.ca/council

List of Levies

vusac.ca/levies

List of VUSAC Recognized Clubs

vusac.ca/clubs

The Dean's Office

vic.dean@utoronto.ca

The Dean's Office Campus Life Coordinator

alero.ogbeide@utoronto.ca

Events Victoria

vic.spaces@utoronto.ca