



## MEMORANDUM OF UNDERSTANDING

*This template is a guide only and may be amended by the Parties to the MOU*

Between

Faculty \_\_\_\_\_

And

Academic Society (or Sub-Group) \_\_\_\_\_

The purpose of the Memorandum of Understanding (“MOU”) is to recognize the relationship between the Faculty and the Academic Society (or Sub-Group) at McMaster University, to define the roles and responsibilities of each Party, and to outline the type and level of support that will be required for a successful relationship between the Parties.

Under the Policy on Student Groups, the Dean of Students has delegated the authority to recognize Academic Societies (and sub-groups) to the Faculty Associate Dean (or delegate).

The Policy on Student Groups provides for a process to:

- a. Recognize Student Groups; and
- b. Manage student event risk for Recognized Student Groups.

### Definitions

Academic Societies (and Sub-Groups): those student groups that represent an academic unit/program during Welcome Week and/or for which the University collects fees on its behalf.

Recognized Student Groups: means the Society of Off Campus Students; Affiliated Student Unions/Associations and their ratified Clubs; and Academic Societies and their approved Sub-Groups.

### Activities

Academic Societies (and Sub-Groups) have a long-standing relationship with their Faculty, Program, or University Department. Academic Societies have their own constitution, and the University may collect fees on their behalf. These Academic Societies may be comprised of undergraduate or graduate students, and may collect fees from their respective students and include 100% of eligible students who pay these mandatory fees, and may represent their Faculty at orientation activities.

Recognized Student Groups may not engage in activities that are essentially commercial in nature. This is not intended to preclude the collection of reasonable membership fees to cover the expenses of the organization, or of charges for specific activities, programs or events, or to prohibit University Student

Groups from engaging in legitimate fund raising.

However, a Recognized Student Group cannot:

- have as a major activity a function that makes it an on-campus part of a commercial organization;
- provide services and goods at a profit when that profit is used for purposes other than those of the organization; or
- be financially compensated, including but not limited to gifts, honorariums, salaries to any or all of its officers.

### Membership

Membership in Recognized Student Groups must be open to all students in compliance with the Ontario Human Rights Code and McMaster's Policy on Discrimination and Harassment: Prevention and Response. While discriminatory membership practices are not allowed, it is recognized that certain Recognized Student Groups could well be homogeneous in nature without being discriminatory. Status as non-voting members may be extended to interested persons from outside the University.

### Responsibilities of the Faculty Associate Dean (or delegate)

- a) Provide general support, risk management, and oversight to the Academic Society (and Sub-Group), and for adherence to University policies and procedures.
- b) Approve Academic Society (and Sub-Group) Events through the Student Event Risk Portal.

### Responsibilities of Recognized Student Groups

- a) Safeguard the reputation of the University by adhering to all University policies and procedures, and abiding by the laws of the land.
- b) Develop and maintain an up to date constitution, by-laws, policies and procedures in regards to conducting business in an ethical and fiduciary manner, and for communicating these to their members.
- c) Advise the Faculty Associate Dean on situations that may impact the reputation of the Faculty or the University.
- d) Ensure the incoming executive is aware of this MOU, the Policy on Student Groups, and all relevant University policies and procedures.

This Memorandum of Understanding is in effect from the date both parties sign the Memorandum of Understanding and will continue as long as the Academic Society (or Sub-Group) is in good standing with the Faculty.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 201\_

Per: \_\_\_\_\_  
Name:  
Title: Faculty Associate Dean

Per: \_\_\_\_\_  
Name:  
Title: President, Academic Society  
(or Sub-group)