

Contractual Obligations

Last updated: 07/05/2018

PREAMBLE

Members of Residents' Council are responsible for the activities and functions of Council for the length of their term only. Further, contractual obligations can have a financial impact on future iterations of the Council.

POLICY

Before signing any contract, the Department of Housing recommends consulting with the Administrative Coordinator (AC) and/or the Programming Coordinator(s) (PC).

PROCEDURE

All members of Council should receive approval from the Council President prior to signing any contract, who in turn will consult with the AC/PC. The following are best practices when signing any contract:

- Two Council members should sign all contracts, with one of those members holding an executive position with financial signing authority;
- No contract should be signed unless appropriate monies are in place (e.g. money has been collected to pay for an item, or money has been budgeted for an event);
- Should cancellation of a contract become necessary, Council should absorb any incurred costs to date while students receive a full refund;
- Documentation of successful and unsuccessful contracts should be made available in a final report for reference for future iterations of the Council;
- If at any time there is concern about meeting financial or any other obligations of a contract, the Council Executive, Residence Manager, and the AC/PC should be consulted;
- It is the Council's responsibility to ensure that all components of the University's Alcohol Policy are met by the establishment or venue for events involving alcohol (i.e. venue security). Refer to the **Alcohol Policy** for more information.

It is recommended that the Council communicate that ticket sales for events and functions are final and non-refundable so that costs are covered and not dependent on changing attendance. If the event is cancelled, case-by-case refunds will be awarded and the Council will absorb any losses.

All questions regarding **Contractual Obligations** can be forwarded to the Programming Coordinator(s) in the Office of Residence Education and Programs.