

Contractual Obligations

Effective:

Last updated: 05/19/2017

PREAMBLE

Residents' Councils 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

No member of Council shall sign a contract without the review and approval by an agent of the University, such as the Administrative Coordinator (AC) and/or the Programming Coordinator (PC).

PROCEDURE

All members of Council should receive approval from the Council President prior to signing any contract, who in turn must receive approval from the AC/PC. In addition, members of Council are expected to adhere to the following:

- Two Council members must sign all contracts, with one of those members holding an executive position with significant 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 will absorb any incurred costs to date while students will 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 it be made explicit that all ticket sales to events and function are final and non-refundable so that costs are covered and not dependent on changing attendance. If the event is cancelled, case refunds will be awarded and council will absorb any losses.