

**FACULTY OF COMMUNITY
SERVICES SOCIETY**

**STUDENT
OFFICES
POLICY**

Vol. II. MMXXII
Amended April



TABLE OF CONTENTS

Section 1.0 General Rules 	P. 2
Section 2,0 Enforcement 	P. 3
Section 3,0 Office Removals 	P. 3
Section 4.0 Office Renovations 	P. 3-4
Section 5.0 Key Rules 	P. 4
Section 6.0 Office Scheduling 	P. 5

PREAMBLE:

Any group that is recognized as an official Faculty of Community Services Society student club and receives benefits, such as the use of an office or locker space, must meet the policies and guidelines set in this document. All of the following should be abided by for the duration of the student club's occupation of the spaces provided.

1.0 GENERAL RULES

1.1. All occupants using the Dean's Office or Student Society spaces shall follow these sets of rules.

1.1.1. No alcohol, no smoking and no substances are to be consumed or present in the office spaces.

1.1.2. There must be an 18" clearance on top of desks and shelves to the ceiling, to allow enough space for sprinklers to cover the area in the event of a fire.

1.1.3. Extension cords are not to be plugged into other extension cords.

4.1.4. There should be no appliances.

4.1.5. In the event that your student group needs to store an appliance for use at an event, please contact the FCSS ED, Administration and Operations for alternative storage.

4.1.6. There should be no tripping hazards.

4.1.7. There should be no more than 8 people in an office space at a time.

4.1.8. Students must be able to walk freely within the space, with easy access to the exit in the event of a fire or evacuation.

4.1.9. Offices should be kept clean and free of dust.

4.1.9.1. Food garbage should be placed in the garbage receptacles in the hallways, to avoid foul smells and fruit flies that may accumulate when

The garbage is not taken out by staff on the weekends.

4.1.10. There should be no pets or office plants.

4.1.11. Offices are shared spaces, and it is expected that each group is respecting the other group's use of the space.

4.1.12. Office codes should only be distributed to members of the student groups and not to the general student population.

2.0 ENFORCEMENT

2.1. The Faculty of Community Services Society ED of Administration and Operations shall do bi-weekly office check-ins on the offices to make sure each student club, and society board members are using the spaces appropriately.

2.2. If any of the above policies are not abided by, or if behaviour is deemed unacceptable the group shall receive an email about not following the rules outlined in this policy document.

2.3. All occupants of the shared offices shall be graded using a rubric at the end of each month.

2.4. When occupants receive a grade of less than 75% acceptable rate they will receive a warning.

2.5. When occupants receive a grade of less than 60% whoever the club is may be put on student club probation, resulting in the club losing access to the space next semester, and into the future.

3.0 OFFICE REMOVALS

3.1. Offices on campus are a privilege, and are a benefit received from the Faculty of Community Services Society.

3.2. Office removals may happen for a variety of reasons including, but not limited to renovations, space limitations, the club not following the Student Club Policy and not following the rules stated in this document.

3.3. A failing grade of the monthly report card that results in a group losing access to the space effective immediately is when the group receives a 50%.

3.3.1. When a group receives a 50% they are obligated to handover all keys, and remove all personal belongings within 72 hours.

3.3.2. All left over materials or personal belongings left shall be safely secured in the student society office until the respective owners pick it up.

4.0 OFFICE RENOVATIONS

4.1. Office Renovations have to follow a very strict, and specific process, follow the process when requesting renovations, and it's up to the Faculty of Community Services Society board to either approve or disapprove the request.

4.1.1. The Faculty of Community Services Society are the only one's in conjunction with the Dean's Office shall be responsible for all renovations in the shared student club offices.

4.1.2 The furniture in the offices are to remain in the same places.

4.1.2.1 No furniture is to be moved within or between offices.

- 4.1.2.2 No furniture is to be added to the office (i.e. tables or chairs from the hallways, club purchasing, or bringing from outside furniture).
- 4.1.3. The Faculty of Community Services Society-FCSS shall give a one month notice to the student clubs using the office space provided that a renovation is going to take place, so vacate the office until it's complete.
- 4.1.4. Renovations may range from new walls painted, to all new desks, and storage cabinets.

5.0 KEY RULES

- 5.1. One key shall be given out to each student club that occupies the office space.
 - 5.1.1. That equates to two to three keys given per each office.
- 5.2. When a key is lost, and not found within a two week period a formal email must be sent to the ED Administration and Operations informing about the lost key.
 - 5.2.1. The ED Administration and Operations shall then start the process of requesting a lock key change within the university cost center.
 - 5.2.2. The ED Administration and Operations shall decide with the student clubs committee if any disciplinary action is required for the student club that lost the key.
 - 5.2.3. The ED Administration and Operations shall notify the other student clubs using the office space about the lost key.
- 5.3. A one year term for student club offices begins on September 1 of each year, and ends on April 10 of each year.
 - 5.3.1. Clubs are able to request for a longer occupancy for the year if they successfully never got below 75% throughout the year within their office spaces, and did not break any of the policies stated in the student club policy.

6.0 OFFICE SCHEDULING

6.1 Office Schedules are based on how many student clubs use these shared office spaces.

6.1.1. When two clubs are using the same space then the club will have access to the office on a rotating schedule outlined by one of the two formats below.

6.1.2. These formats shall be decided by the two clubs who are occupying the office spaces at the start of the year in a meeting with the ED Administration and Operations, The Executive Director, and the two clubs.

OPTION 1:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Club 1	Club 2	Club 1	Club 2	Club1	Club 2	Club 1
Club 2	Club 1	Club 2	Club 1	Club 2	Club 1	Club 2

OPTION 2:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Club 1	Club 1	Club 1	Club 1	Club1	Club 2	Club 2
Club 2	Club 2	Club 2	Club 2	Club 2	Club 1	Club 1

6.1.3. When three clubs are using the same space then the club will have access to the office on a rotating schedule outlined by one of the two formats below.

6.1.4. These formats shall be decided by the two clubs who are occupying the office spaces at the start of the year in a meeting with the ED Administration and Operations, The Executive Director, and the two clubs.

OPTION 1:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Club 1	Club 2	Club 3	Club 1	Club 2	Club 3	Open
Club 1	Club 2	Club 3	Club 1	Club 2	Club 3	Open

OPTION 2:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Club 1	Club 1	Club 2	Club 2	Club 3	Club 3	Open
Club 1	Club 1	Club 2	Club 2	Club 3	Club 3	Open

