
Secondary School Interactive Crisis Simulation

Constitution & Governing Policies

Table of Contents

Chapter 1: Preamble	3
Chapter 2: Mandate and Mission Statement	3
Chapter 3: Membership	4
Chapter 4: Membership Rights and Responsibilities	6
Chapter 5: Secretariat Roles and Responsibilities	8
Chapter 6: Election, Appointments, and Impeachments	12
Chapter 7: Meetings	16
Chapter 8: Finances	17
Chapter 9: Constitutional Amendments	19
Appendix	20
A. Staff Code of Conduct	21
B. Delegate Code of Conduct	24

Chapter 1: Preamble

1. The official name of this recognized campus group is the “Secondary School Interactive Crisis Simulation”. The official acronyms or abbreviations of this group shall be “SSICsim” or “SSICSIM”, and shall be used hereafter in this document.
2. The purpose of this Constitution is to provide the current and incoming Membership with guiding principles with which to conduct and take part in SSICSIM. In the case of circumstances, events, situations, conditions, and problems not covered by this Constitution, the Secretariat is mandated to prepare and execute ad hoc procedures that are in accordance with the spirit of this Constitution and the mandate of SSICSIM.

Chapter 2: Mandate and Mission Statement

1. The purpose of SSICSIM shall be to:
 - a. Host an annual Model United Nations style crisis-only simulation conference in the Fall Term that serves as a dynamic forum for high school aged delegates to debate global issues of thematic importance.
 - i. **Delegate** participation is open to all secondary-level, or highschool aged students, with below-age exceptions made by the Secretary-General of the conference on a case-by-case basis in consultation with the Executive Board and the **delegation**’s adult sponsor/supervisor.
 1. **Delegates** may attend the conference as independent attendees, unaffiliated with any **delegation**. In this case, under-age exceptions will not be made by the Secretary-General.

- ii. A **delegation** consists of 3 or more delegates accompanied by an adult sponsor/supervisor, also known as a **'Faculty Advisor'**. These delegations can be formed as independent collectives outside of an official institution or in affiliation with a recognized educational institution.
 - iii. A **'Faculty Advisor'** acts as a legal-adult supervisor to their delegation, and shall in no way participate in SSICSIM in the capacity of a **Delegate**, as it violates the principles of academic integrity within the Conference.
- b. Foster an early interest in debate, public speaking, and academic research.
 - c. Promote awareness of the United Nations and relevant global issues to all participants of SSICSIM and the university campus society in general through the medium of creative content presentation.

Chapter 3: Membership

1. Voting membership is open to all registered students of the University of Toronto.
2. The executive of SSICSIM shall be known as the Secretariat:
 - a. The senior members of the Secretariat shall be known as the 'Executive Board', and their composition and responsibilities are detailed in Chapter 5 of this constitution.
3. Non-voting membership is open to University of Toronto staff, faculty, alumni, and persons from outside the University. Unless otherwise stated, non-voting members do not hold any rights awarded to voting members.
4. There will be no membership fee.
5. There is a merit-based application and appointment process for individuals wishing to become SSICSIM Staff. All those wishing to become SSICSIM Staff must apply for one or more Staff

positions listed in Chapter 4.4f and described in the Staff applications posted on the official SSICSIM website.

- a. Applications for Staff positions are subject to a deadline to be decided upon by the Secretariat each year. The aforementioned will be posted on the SSICSIM website, ssicsim.ca, two weeks prior to the set deadline.
6. The process for terminating or suspending voting Membership shall be as follows:
- a. The Executive Board may revoke the membership of any member of the club who commits an act negatively affecting the interests of the club and its members, including non-disclosure of a significant or continuing conflict of interest.
 - b. A vote to revoke membership must be held at a meeting of the Executive Board.
 - c. At this meeting, the Executive Board may motion for the Member's removal or suspension from the organization. Passing such a motion shall require a unanimous decision of the Executive Board.
 - d. Should the accused party decide, they shall be given seven (7) calendar days from the date of the meeting to appeal the decision to the General Membership:
 - i. In the case of an appeal, the Executive Board is required to arrange for a special assembly of the membership within fourteen (14) calendar days;
 - ii. The accused party shall be given five (5) minutes to state his or her position and the Executive Board shall be given five (5) minutes to defend its position;
 - iii. A two-thirds (2/3) majority of all present and active members of the current academic year is needed to overturn the Executive Board's decision;

- iv. Until the resolution of the appeal the removed member will be suspended.
This means that the aforementioned member cannot participate in any SSICSIM sanctioned events or meetings until their appeal is accepted.
- e. Should membership be terminated, the Executive Board will come to one of three decisions for the offending party's future involvement in SSICSIM;
 - i. **Decision 1:** The member will not be permitted to rejoin SSICSIM again for any level of membership (this includes as CRO, AGM Moderator, the Secretariat, or any staff position).
 - ii. **Decision 2:** The member will not be permitted to rejoin SSICSIM again for any level of membership for the duration of the current Secretariat's term (this includes as CRO, AGM Moderator, the Secretariat, or any staff position), but may be readmitted by decision of a succeeding Secretary-General.
 - iii. **Decision 3:** The member will not be permitted to rejoin SSICSIM again for any level of membership for the duration of the current Executive Board's term (this includes as CRO, AGM Moderator, the Secretariat, or any staff position), but may be readmitted by decision of a succeeding Secretary-General.
- f. Following a termination of membership, the member will be removed from the club's membership and will lose any privileges associated with being a member of the club.
- g. Secretariat members are subject to an alternative termination/impeachment process as outlined in Chapter 6.

Chapter 4: Membership Rights and Responsibilities

1. SSICSIM will operate a timeline running from December 1st to November 30th.

2. SSICSIM will host one (1) Annual General Meeting (AGM) during fall semester following that year's conference:
 - a. See Chapter 7 for details regarding the AGM.
3. Any Member of the organization is entitled to ask SOP for a copy of the Constitution and be presented with the most recent version of the SSICSIM Constitution.
4. All Members must strive to maintain a positive image of SSICSIM throughout their involvement with SSICSIM, participation in the Conference, and interaction with Delegates and their Faculty Advisors. In doing so, Members agree to:
 - a. Attend all pertinent training sessions, Staff meetings, AGMs, and Conference sessions;
 - b. Respect the space, privacy and experience of other Members and Delegates;
 - c. Act in accordance with the conference's rules, regulations, and code of conduct (refer to Appendix Section A: SSICSIM Staff Code of Conduct);
 - d. Understand that Membership and Staff positions may be suspended or terminated if a member is determined to violate the aforementioned rules and regulations or code of conduct of SSICSIM.
5. Failure to comply with any of the above regulations may result in the termination of a Staff member.
6. Positions for which the General Membership may apply are as follows:
 - a. Director/Co-Director
 - i. Two directors wishing to plan and operate a committee may submit a joint application.
 - b. Moderator

- c. Crisis Manager
 - d. Crisis Analyst
 - e. Logistics Officer
 - f. Page
7. The Secretariat reserves the right to add, remove, or modify Staff positions as is deemed necessary for the organization.
- a. Staff position modifications that affect the overall structure of the organization must be passed as an amendment as described in Chapter 9.

Chapter 5: Secretariat Roles and Responsibilities

1. The term for all positions in the Secretariat shall be from December 1st to November 30th.
2. The Secretariat will be composed of two parts, the elected Executive Board and the appointed ASG Board.
 - a. The Executive Board will consist of five (5) members:
 - i. Secretary-General
 - ii. Deputy Secretary-General, Equity
 - iii. Under Secretary-General, Academics
 - iv. Under Secretary-General, External
 - v. Under Secretary-General, Internal
 - b. The ASG Board will consist of the following members:
 - i. Assistant Secretary-General, Equity

- ii. Assistant Secretary-General, Historical Crises
- iii. Assistant Secretary-General, Fictional Crises
- iv. Assistant Secretary-General, Concept Crises
- v. Co-Assistant Secretary-General, Hiring & Training (2)
- vi. Assistant Secretary-General, Communications
- vii. Assistant Secretary-General, Corporate Relations
- viii. Co-Assistant Secretary-General, Design & IT
- ix. Chargé(e) D’Affaires
- x. Assistant Secretary-General, Logistics
- xi. Any other positions as deemed necessary by the Secretary-General

3. The Secretary-General is to be responsible for:

- a. The overall strategic guidance and vision of the upcoming SSICSIM Conference;
- b. Serving as the primary designated contact person for Learning Space Management;
- c. Serving as the “primary signing authority” along with the Under Secretary-General, Internal;
- d. Calling to order Secretariat meetings and ensuring that Secretariat members are up to task;
- e. Working with the DSG and USGs of the Executive Board in ensuring all project deadlines and objectives are met and directly supervise the three USGs in their capacity as staff managers by:
 - i. Proposing and enforcing accountability measures;
 - ii. Creating fun and enjoyable mediums of staff collaboration (i.e. socials, networking activities, etc.).

- f. Drafting, in consultation with the rest of the Secretariat, an end-of-the-year Annual Activity Report that is to include the following:
 - i. A financial statement of Conference revenue and expenses;
 - ii. A list of all the Secretariat meeting dates and a brief summary of what was discussed at each meeting;
 - iii. An effort to address the needs or concerns of the General Membership or Delegations which extend beyond the scope of, or cannot be resolved by, other Secretariat members.
- 4. The Deputy Secretary-General, Equity is to be responsible for:
 - a. Assisting the Secretary-General in liaising with external groups and stakeholders, and acting as a second point of contact in the absence of the Secretary-General;
 - b. Working with the Under Secretary-General, Academics to make sure the conference is a safe, welcoming, and equitable environment for all by:
 - i. Supporting the hiring processes to ensure they are responsibly and equitably managed;
 - ii. Working with Academic staff in administering content regulations;
 - iii. Administering equity training that supports staff development and encourages a holistic and critical awareness of the environment they work in and how to maintain equity in such an environment;
 - iv. Building and sustaining strong, personable relationships with staff, faculty advisors, and delegates to ensure their feedback is fully and honestly heard and incorporated into the planning process;
 - v. Reaffirming a culture and set of practices that maintain safety, security, and sustainability as core elements of the organization.

- c. Reviewing the practices and culture of the organization, with observations and recommendations to be presented at the Annual General Meeting of members.
- 5. The Under Secretary-General, Academics is to be responsible for:
 - a. Finalizing background guides and conducting procedural training;
 - b. Coordinating, attending, and supervising training sessions for committee staff alongside the Co-ASGs, Hiring & Training, especially simulations, ensuring staff are given the appropriate opportunity to practice essential conference skills;
 - c. Conducting in-depth content reviews and training for all committee staff to make sure content is accessible, well-written, and equitable for delegates and staff alike;
 - d. Maintaining regular communication with the ASG, Historical Crises, ASG, Fictional Crises, and ASG, Concept Crises to coordinate the academic content of their respective committees prior to and during the Conference.
- 6. The Under Secretary-General, External is to be responsible for:
 - a. Facilitating SSICSIM's external relationships;
 - b. Coordinating the ordering of all conference materials, and tracking progress in ordering materials;
 - c. Acting as the official liaison with other external groups alongside the Secretary-General;
 - d. Finding a printer and securing printed conference materials, including but not necessarily limited to: Delegate Handbook, nametags, placards, and certificates;
 - e. Overseeing the progress and projects of the Chargé(e) d'Affaires, ASG, Communications, and Co-ASGs Design & IT;

- f. Aiding the Chargé(e) d’Affaires in conference registration, preparation/delivery of invoices, and the placement of delegates;
 - g. Organizing the ordering of all conference materials in a timely manner;
 - h. Answering general queries about the conference from external parties.
- 7. The Under Secretary-General, Internal is to be responsible for:
 - a. Overseeing all the financial matters of SSICSIM and keeping an up-to-date balance sheet of all debits and credits. These records must be available for viewing by the Secretariat upon request, at all times;
 - b. Serving as the “secondary signing authority” alongside the Secretary-General;
 - i. If the USG, Internal cannot serve as a signing authority due to a conflicting role within another recognized student group, their signing authority shall be forwarded to the next most appropriate Executive Board member as determined by the Secretary-General;
 - c. Serving as the secondary designated contact person for Learning Space Management;
 - d. Supervising conference logistics prior to and during the Conference, with tasks including, but not limited to the booking of venues, acquisition of funding and sponsorship, and the ordering of gavels, lanyards, folders, placards, nametags, handbooks and various stationary supplies, etc. unless otherwise appointed by themselves;
 - e. Coordinating with different branches for interviews and maintaining contact lists for all staff members;
 - f. Spearheading the drafting of the budget proposal for the current academic year following the inauguration of the Secretariat;

- g. Compiling and providing an audit, with the aid of the Secretary-General, within 14 days of any request made for an audit by a SSICSIM Member;
- h. Delegating responsibilities to the Internal Branch Executives and liaising between them and various members of the Secretariat.

Chapter 6: Election, Appointments, and Impeachments

1. All voting positions on the Executive Board shall be filled through an annual election following the conclusion of the conference.
2. Nominees to the Executive Board must be approved by the CRO before they can run for their desired position(s).
3. The approved candidates will be presented and voted on in the period after the Annual General Meeting:
 - a. It is recommended that applicants and voters have been part of SSICSIM for at least one semester and are active staff members.
 - b. The elections must be held in an unbiased manner. No individual who is seeking election may participate in planning or administering the election.
 - c. The elections shall be held in the following structure:
 - i. Candidates may not run as slates/parties/teams for positions;
 - ii. Candidates must self-nominate, and cannot be nominated by another member, in the method determined by the CRO;
 - iii. Every candidate for the Executive Board is recommended to meet the following conditions:
 1. Secretary-General
 - a. Have been a member of SSICSIM Secretariat for at least 1 conference
 - b. Have experience in both operational and academics elements of a Model United Nations conference

- c. Have experience in equity, diversity, and inclusion operations in a Model United Nations conference setting
 - 2. Deputy Secretary-General, Equity
 - a. Have been a member of SSICSIM Secretariat for at least 1 conference
 - b. Have experience in both operational and academics elements of a Model United Nations conference
 - c. Have experience in equity, diversity, and inclusion operations in a Model United Nations conference setting
 - 3. Under Secretary-General Roles
 - a. Have been a member of SSICSIM Secretariat for at least 1 conference
 - b. Have extensive Model United Nations experience
- d. The elections will be run by the Chief Returning Officer (CRO).
 - i. The CRO will be appointed by the outgoing Executive Board at the recommendation of the Secretary-General.
 - ii. While the CRO may be a General Member or Staff Member of SSICSIM, it is recommended that the CRO be an affiliate University of Toronto student who is not a registered member of the organization.
 - iii. The CRO will determine and explain the process for elections to the present members of the organization and oversee the execution of said process.
 - iv. The CRO will count the votes and announce the final results.
- 4. The Secretariat may impeach any member of the Executive Board by a two-thirds vote should they fail to perform their duties or violate the spirit, values, and/or policies of SSICSIM. The senior-most Secretariat member at the time, excluding the member under impeachment, must oversee the entire process of Impeachment.
 - a. The procedure for Impeachment shall be as follows:

- i. Verbal warning to the individual involved;
 - ii. Written notification to the individual involved;
 - iii. A special meeting of the Secretariat to hear the reasons for the failure to perform. The offending party must be given a minimum of seven (7) calendar days' advance notice of this meeting. At this meeting, or immediately following the meeting, the Secretariat may vote to impeach the offending party with the senior-most member abstaining from the vote;
 - iv. The offending party may make an Appeal to the General Membership. The procedure for appealing an Impeachment shall be the same as the one described in Chapter 3.
- 5. In the event of a vacancy within the Executive Board, excluding the Secretary-General, the Secretary-General has seven (7) days to organize a by-election amongst the members;
 - a. The Secretary-General shall decide and announce the process for the by-election to the general membership of the organization.
 - i. Any member of the remaining Executive Board, Secretariat and/or General Membership may nominate themselves for the vacant Executive Board position at the aforementioned by-election when called to do so by the Secretary-General.
 - ii. The Secretary-General will count the votes and announce the final results within seven (7) days of the designated voting period elapsing.
 - b. This process does not apply to the vacancy of the Secretary-General. The procedure for filling the vacancy of the Secretary General is described in Clause 7 of Chapter 6.
- 6. Any member of the Secretariat may be terminated by the Secretary-General.
 - a. The procedure for termination of a member of the ASG Board shall be as follows:
 - i. Verbal warning to the individual involved;
 - ii. Written notification to the individual involved;
 - iii. Termination letter presented by the Secretary-General to the accused member.

- b. While the termination of an ASG Secretariat member is at the discretion of the Secretary-General, the member must be warned beforehand and must also have the option to appeal their termination.
 - c. The appeal process for the termination of an unelected Secretariat member shall be the same as the one outlined in Chapter 3.
 - d. Vacancies in the ASG Secretariat will be filled at the discretion of and by the Secretary-General.
- 7. Should the Secretary-General relinquish their position or be impeached from the Secretariat, the responsibilities of the Secretary-General shall be delegated in the interim to the Deputy Secretary-General;
 - a. The interim Secretary-General, otherwise Deputy Secretary-General, shall have seven (7) days to organize a by-election amongst the members;
 - i. Any member of the Secretariat, including the interim Secretary-General, may nominate themselves for the position of Secretary-General at the aforementioned election.
 - ii. A Special General Meeting shall be called. The attendees of the Special General Meeting shall elect the succeeding Secretary-General by a majority vote.
 - iii. The task of “primary signing authority” shall be assigned to the Deputy Secretary-General until the appointment of a new Secretary-General.
- 8. Should the Under Secretary-General, Internal relinquish their position, or be impeached from the Secretariat, the task of “secondary signing authority” shall be assigned to another member of the Secretariat at the discretion of the Secretary-General.

Chapter 7: Meetings

- 1. The Secondary School Interactive Crisis Simulation conference is to be held on, or in reasonable proximity to, the University of Toronto St. George campus once every academic year and shall span between two (2) and four (4) days in duration.

2. Throughout the course of their term, members of the Secretariat shall meet once every month at the minimum or when deemed necessary by the Secretary-General or a majority of the Secretariat.
 - a. The Academic, Internal, and External Branches must meet once a month at the minimum or when deemed necessary by the appropriate Under Secretary-General.
 - b. The Historical, Fictional, and Concept Branches within the Academic Branch must meet bi-weekly at the minimum once Committee Directors have been hired or when deemed necessary by the appropriate Assistant Secretary-General.
 - c. Committee Staff Teams must meet every week at the minimum once all committee staff have been hired or when deemed necessary by the appropriate Committee Director.
3. In the period of time following the end of each SSICSIM Conference and prior to the end of the calendar year, the Secretariat must call for an Annual General Meeting (AGM) of all active SSICSIM Members of the current academic year, for which the following must take place:
 - a. The AGM will be run by the Moderator.
 - i. The Moderator will be appointed by the outgoing Executive Board at the recommendation of the Secretary-General.
 - ii. The Moderator shall be responsible for taking minutes at the AGM and for general disbursement of the minutes for later viewing.
 - iii. While the Moderator may be a General Member or Staff Member of SSICSIM, it is recommended that the Moderator be an affiliate University of Toronto student who is not a registered member of the organization.

- iv. The Moderator will determine and explain the process for general meetings to the present members of the organization and oversee the execution of said meeting.
 - v. The Moderator will count the votes for amendments and other motions and moderate the AGM in a timely and appropriate manner.
- b. Activity Reports from members of the Executive Board will be presented to the general membership.
- c. Voting upon any proposed amendments to this Constitution will be led by the Moderator, pursuant to the procedure outlined in Chapter 9.
 - i. Voting may take place at other times in the year in special circumstances, as determined by the Secretary-General.
- d. The Secretary-General will announce the appointment of the CRO for that year's Executive Board election.
- e. The CRO will announce that election nominations for the Executive Board are officially open and outline the structure of the election.

Chapter 8: Finances

1. The Secretary-General and the Under Secretary-General, Internal shall have the signing authority for SSICSIM's finances.
 - a. The Secretary-General shall be the primary signing authority, and the Under Secretary-General, Internal shall be the secondary signing authority, barring exceptional circumstances.
2. The Under Secretary-General, Internal shall keep an active record of income and expenses.

3. The Executive Board must unanimously approve all budget proposals and reforms, as well as all expenses totaling over \$100 (one hundred dollars).
4. Pursuant to Chapter 5, the Under Secretary-General, Internal is to be responsible for keeping an up-to-date balance sheet of all of SSICSIM's financial transactions. SSICSIM's financial records must be made available for viewing to any member upon request, within 14 days of the initial notice of request.
5. An official interim budget is to be compiled by the USG, Internal within the first month of their hiring, pursuant to a majority approval of the Executive Board.
6. All funds raised from SSICSIM Conferences are the sole property of SSICSIM, and are to be used to fund current/future SSICSIM Conferences.
 - a. The group must maintain a capital budget minimum increase threshold of 10%.
7. SSICSIM may not engage in any commercial activities and no members or officers of the organization may be paid or given financial compensation for their work towards the club.
8. No person may serve as a financial authority or signing authority for the group if they are currently serving as a financial authority or signing authority for another recognized student group at the University of Toronto.
9. The group will not have as a major activity a function that makes it an on-campus chapter of a commercial organization.
10. The group will not provide services and goods at a profit when that profit is used for purposes other than those of the group.

Chapter 9: Constitutional Amendments

1. Amendments to this Constitution may be proposed by any General Member of SSICSIM.

- a. Amendments should be proposed in the period of time designated by the AGM's Moderator following the end of each SSICSIM Conference.
2. In the event of a proposal of amendment to this Constitution:
 - a. Any proposed amendment must be circulated by the Moderator of the AGM to all members of SSICSIM at least two (2) weeks prior to voting;
 - b. All proposed amendments must be deliberated by the Executive Board. Prior to voting, the Executive Board may give the Membership an advisory opinion of the implications of the proposed amendments;
 - c. All proposed amendments are subject to a question-and-answer period by the Membership;
 - d. Amendments to this Constitution require the approval of a two-thirds (2/3) majority of voting members of SSICSIM who are present at the time of voting procedures.
 - i. Each voting member may designate another voting member as proxy provided written authorization is filed with the Moderator prior to any vote. Such authorization shall be dated and be valid only for the specified meeting.

Appendix

A. Staff Code of Conduct	19
B. Delegate Code of Conduct	23

A. Staff Code of Conduct

As a staff member of the Secondary School Interactive Crisis Simulation (SSICSIM) you are expected to abide by the following rules of behaviour and professional ethics. In addition, you are expected to conduct yourself in accordance with practices and behavioural guidelines outlined during SSICSIM branch meetings, staff training, official SSICSIM events, socials, and meetings. SSICSIM reserves the right to dismiss SSICSIM staff for any reason, including breach of the Staff Code of Conduct and reasons outlined in Chapter 4 of the SSICSIM Constitution.

Barring illness, bereavement, or religious obligations, staff members of SSICSIM are expected to be present for the duration of the conference. Any issues, conflicts, or concerns should be brought up as soon as possible with relevant Committee Directors, Assistant Secretaries-General, Under-Secretaries General, the Deputy Secretary-General, or the Secretary-General.

Staff members of SSICSIM are expected to dress in Western business attire for the entirety of the conference. Any deviation from the dress code will seriously undermine the professionalism of the conference. Failure to abide by the dress code and subsequent warnings will result in ejection from the conference.

Staff members of SSICSIM are expected to refrain from profanity, disrespectful body language, and confrontational behaviour. At all times members must be composed, not use expletives of any kind and refrain from using signs, postures, or actions that could be perceived as malicious or offensive by a reasonable person. Further, staff members of SSICSIM will not engage in anything that could be construed as an argument with other staff, students, delegates, University of Toronto members, or faculty advisors. If a confrontation arises, staff will de-escalate, walk away, or refer the conflict to a higher authority in the SSICSIM command chain. Lastly, no jokes, comments, or statements should be made that could be construed as offensive.

Staff members of SSICSIM shall abide by the University of Toronto Code of Student Conduct, and all laws and policies of the City of Toronto, the Province of Ontario, and the Government of Canada, and shall refrain from all illegal, semi-legal, and inappropriate behaviour surrounding the conference, both temporally and associatively. If found doing so, action will be taken in accordance with the severity of the offence. Acts that may not be illegal but could be construed as such under the aforementioned documents must also be avoided. Staff and members must not be intoxicated at any time during the conference and must refrain from the use of illegal or legal intoxicants or recreational narcotics.

Staff members shall have no physical, commercial, sexual, or overly personal relations with delegates or school representatives under any circumstances. Any such relations are likely to be deemed illegal, inappropriate, or a conflict of interest and will therefore result in further action being taken by the Secretariat, including, but not limited to, expulsion from SSICSIM. Staff should not correspond with the delegates over any medium that is not in accordance directly with their role as a staff or member of SSICSIM. Staff members shall at all times refrain from discussing other delegates on any medium in ways that are not directly related to the operation of the conference or committee. Even when the discussion is necessary it must remain respectful and positive. Any nefarious, hidden, or inappropriate discussion of delegates on any medium and of any kind will be treated as an offence and brought to higher authorities to adjudicate.

Staff members of SSICSIM must disclose any conflict of interest amongst existing and potential staff or delegates to immediate supervisors in the SSICSIM chain of command. SSICSIM reserves the right to alter staff and members' roles in the conference if such a conflict of interest poses substantial risk to the equitable and productive nature of the conference.

Staff members shall not, under any circumstances, present views, opinions or advice on any topic that may cast SSICSIM, any of its staff or members in a negative light. The aforementioned bodies are not responsible for the personal actions and decisions you undertake. Lastly, staff members shall not give their opinions and assessment of SSICSIM directly to delegates during the conference.

By participating in SSICSIM, staff members consent to being photographed and/or filmed by the Design & Public Relations Team or any official photographers of the conference. They also consent to the use of these photographs and/or videos in promotional material for SSICSIM, in the form of print or social media/website use in perpetuity.

I, the undersigned, agree to abide by the aforementioned rules, regulations, and expectations for the duration of my participation in SSICSIM:

First Name, Last Name (Please Print)

Signature

Date (MM/DD/YYYY)

B. Delegate Code of Conduct

The below code of conduct applies to the behaviour of all attendees of SSICSIM for the entire duration of the conference while engaging in any conference-related activities, including but not limited to committee sessions, conference socials, committee breaks, and the opening and closing ceremonies.

Harassment and bullying in any form will not be tolerated, the nature of which includes, but is not limited to discrimination on the basis of race, national origin, ethnicity, colour, religion, sex, age, mental and physical disabilities, socioeconomic status, sexual orientation, gender identity, and gender expression. Harassment and bullying include, but are not limited to, insulting and/or degrading language or remarks, threats and intimidation, and intentional (direct or indirect) discrimination and/or marginalization of a group and/or individual.

The above prohibition on harassment, bullying, and inappropriate behaviour extends to any and all behaviour as well as written and verbal communication during the conference including notes, conversation both during and outside committees, and general demeanour at all conference events. SSICSIM reserves the right to determine what constitutes bullying and/or inappropriate behaviour toward any individual and/or group.

Attendees must not engage in any behaviour that constitutes physical violence or the threat of violence against any groups and/or individuals including sexual violence and harassment, such as, but not limited to:

1. Unwelcome suggestive or indecent comments about one's appearance;
2. Nonconsensual sexual contact and/or behaviour between any individuals and/or groups of individuals;
3. Sexual contact or behaviour between delegates and staff members.

SSICSIM expects all attendees to conduct themselves in a professional and respectful manner at all times during the conference. Specific expectations, include, but are not limited to, the following:

1. Attendees must, if able, contribute to the general provision of an inclusive conference and refrain from acting in a manner that restricts other attendees' capacity to learn and thrive in an intellectually stimulating environment.
2. Attendees must adhere to the dress code, which is Western business attire.
 - a. Exceptions may be made on a case-by-case basis depending on the attendees' ability to adhere to the previous point.
 - b. Attendees are encouraged to contact sg@ssicsim.ca with questions or concerns about the dress code or conference accessibility.
3. Attendees must refrain from the use of cultural appropriation to represent their character and/or country, including the use of cultural dress, false accent, and any behaviour that perpetuates a national or personal stereotype.
4. Delegates must not use music, audio recordings, graphics, or any other media at any time unless approved and requested to be shared by the Committee Staff.
5. Attendees must abide by instructions given by conference staff members. Attendees are exempt from this only if the instructions given are unreasonable or inappropriate.

Delegates, staff, and all other conference participants are expected to abide by Ontario and Canadian laws and Toronto by-laws, as well as rules and regulations specific to the University of Toronto. This includes, but is not limited to, the following:

1. Attendees, regardless of their age, are strictly prohibited from being under the influence and/or engaging in the consumption of illicit substances, such as alcohol or illicit substances, for the duration of the conference.
2. Attendees are prohibited from smoking (cigarettes or e-cigarettes, including vapes) on University of Toronto property.

3. Attendees must refrain from engaging in vandalism and the intentional and/or reckless destruction of any public or private property, including conference spaces, venues, furniture, resources, equipment, and university buildings.

Neither SSICSIM nor any representative of SSICSIM is responsible for damage inflicted by attendees to property on or off University of Toronto campus. Individuals will be held responsible for any damages.

The Secretariat reserves the right to institute disciplinary measures upon delegates and/or attendees for not adhering to/violating any of the above stipulations. Disciplinary measures include, but are not limited to:

1. Suspension from committee, in its entirety or for a specific period of time;
2. Removal from the conference and/or conference venue(s);
3. Disqualification from awards;
4. Disqualification from participation in future conference-related events.

If online, additional rules apply to delegate and staff conduct including, but not limited to Zoom chat and background usage. Delegates must use either conference-provided Zoom backgrounds, the blurred background, solid colours, or no background.

SSICSIM reserves the right to the final interpretation of this document. For any questions or concerns, or for any equity violations that an attendee would like to raise, please contact sg@ssicsim.ca.

I, the undersigned, agree to abide by the aforementioned rules, regulations, and expectations for the duration of my participation in SSICSIM:

Delegate First Name, Last Name (Please Print)

Signature

Date (MM/DD/YYYY)

I, the undersigned, am the parent or legal guardian of _____ *[Delegate Name]*. For any situation, I assure that I will be available by phone call at _____ *[Phone Number]*. I agree that my child/ward will abide by the policies, rules, and regulations related to the SSICSIM conference, and I accept responsibility for the safety of their charge(s) throughout the duration of the conference in accordance with the Code of Conduct.

Parent/Guardian First Name, Last Name (Please Print)

Signature

Date (MM/DD/YYYY)