

Policy Title:	Speakers		
Category:	<input type="checkbox"/> Institutional - Board	<input type="checkbox"/> Academic - Administrative	
	<input checked="" type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
Approved by:	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
Date approved:	November 30, 2017	Effective date:	November 30, 2017
Policy Sponsor:	Vice-President, Academic and Vice President, Administration & Finance (co-sponsors)	Date last reviewed:	January 2019
Date of Mandatory Review (expiry date)	January 2024	Date of last revision of Procedures	January 2019

1 POLICY

1. All guest speakers must be proposed and sponsored, in writing, by an administrative or academic department, or a recognized CMCC club or organization.
2. Both individual speakers and sponsoring departments and/or clubs and organizations are accountable to the standards set forth in this policy, regardless of the geographic location of the event.
3. CMCC has the right, in its sole discretion, to refuse any speaker or event if:
 - a. there is potential violation of the terms of the Charter of Rights and Freedoms of Canada.
 - b. there is potential damage to the facilities.
 - c. it has been demonstrated that the speaker has a history of creating an environment of inappropriate behaviour which may include but is not limited to intimidation or harassment.
 - d. it has been demonstrated that the speaker has previously failed to comply with this policy or any other policy of CMCC.
 - e. the speaker is currently not in good standing with his/her regulatory body.
 - f. the speaker has a history of not being in good standing with his/her regulatory body.
 - g. the speaker or sponsoring group/organization has an outstanding debt to CMCC.
 - h. it determines that it is in its best interests to do so.
4. CMCC does not endorse and does not necessarily support any of the comments or information provided by the speaker.
5. Speakers will be bound to the terms of agreement as outlined in a contract to be provided under the authority of the sponsoring department and/or organization and subject to the prior written approval of CMCC.

6. Participation at on-campus events sponsored by student clubs/organizations is limited to CMCC students and employees. Should student clubs/organizations wish to invite external parties to their events, the event must be sponsored and hosted by the Division of Continuing Education and/or subject to its approval.
7. Advertising for events sponsored by a CMCC academic or administrative department must adhere to the standards and policies established by CMCC.
8. Advertising for events sponsored by a student club or organization must adhere to the standards as determined by the Students' Council and CMCC.
9. Any advertising must display the name of the sponsoring department and/or organization and include a stamp or mark indicating the date and approving authority.
10. Speakers and events must be scheduled in a manner so as to minimize disruption to any scheduled CMCC academic activity or institutional events.

2 PURPOSE

To regulate speaking engagements or events taking place on campus or off campus if the event relates directly or indirectly to CMCC.

3 SCOPE

This policy applies to all employees and students of CMCC.

4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

A failure by CMCC to require adherence to any of the requirements of the CMCC Speakers policy, from time to time, shall not be considered as a waiver by CMCC to require continued or future compliance with this policy, and may not be acted upon by any person or organization as an indication that the policy is no longer in effect.

5 RELATED POLICIES (not a comprehensive list)

- Representation of CMCC
- Student Organizations and Clubs

6 DEFINITIONS

External Parties refers to all other persons who are not students, faculty or staff of CMCC.

<p>New Policy Approved (date): October 1999</p> <p>Policy Revision History (dates): October 2004 November 30, 2017</p>
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-----**END OF POLICY**-----

7. PROCEDURES

1. Sponsoring departments and/or organizations are responsible for ensuring that an original signed contract with the speaker is provided to the sponsoring authority prior to the event. Such a contract must, at minimum, include the following provisions:
 - a. The speaker must agree to save CMCC harmless from any and all liability which may be imposed upon it by virtue of any actions of the speaker and/or the dissemination of information by a speaker at any presentation.
 - b. By accepting an invitation from a sponsoring department or organization, speakers must acknowledge and confirm to the attendees that they have no affiliation with CMCC, unless otherwise recognized by CMCC as an employee, before, during or after presenting.
 - c. The speaker may not in any manner whatsoever, using any medium, either directly or indirectly suggest, confirm, announce or promote that there exists, by virtue of the presentation that he or she has any affiliation with CMCC.
 - d. The speaker acknowledges, in addition to any other recourse which CMCC may have with respect to a breach of this acknowledgement, that such a breach constitutes inappropriate professional behavior.
 - e. CMCC assumes no responsibility for cancellation of any event, with or without notice, and whether or not the event has commenced.
2. CMCC shall not be liable for any direct or indirect damages resulting from its decision to terminate an event for non-compliance with this or any other CMCC policy. Speakers proposed by student organizations and/or clubs must be secondarily approved by the Director, Student Affairs.
3. Speakers proposed by administrative and/or academic departments must be approved by the appropriate Vice President.

<p>New Procedure (date):</p>

<p>October 1999</p>

<p>Procedure Revision History (dates):</p>

<p>October 2004</p>

<p>January 2019</p>

8 ATTACHMENTS

None