

Ratification: Quick Guide

Everything you need to get (or stay) ratified with OTSU

Ratification is how OTSU officially recognizes your club or society each year. Every group, new or returning, has to go through it. Here's what you need, when you need it, and how clubs and societies differ.

◆ Clubs vs. Societies: What's the Difference?

	CLUBS	SOCIETIES
Who can join	Any enrolled Ontario Tech student	Students enrolled in the specific faculty the society represents
Purpose	Must be unique - can't copy an existing club's name, theme, or mandate. Name can't include the word "society"	Represents academic or faculty-based interests, under the jurisdiction of that faculty and OTSU
Constitution	Optional - but must follow OTSU rules if one exists	Required as part of every Ratification Package
Funding type	Base Funding	Grant Funding

◆ What Every Ratification Package Needs

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| <ul style="list-style-type: none"> ▶ General email address ▶ Copy of Student ID of each executive ▶ Mission Statement (goals, objectives, unique purpose) ▶ Community impact statement ▶ Projected budget | <ul style="list-style-type: none"> ▶ Min. 4 planned events for the year (1 must benefit the whole student body) ▶ Min. 4 executives: President, VP Finance, VP Events, VP Communications ▶ Min. 10 general members (not counting executives) ▶ Returning groups: a list of 4 events from last year (1 must have benefited the whole student body) |
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◆ Eligibility Basics

- ▶ All executives must be registered Ontario Tech students who've paid Clubs & Societies fees in full
- ▶ Membership must be open to all eligible students - no restrictions by program, background, or year
- ▶ OTSU staff, officers, and faculty cannot be executives or members
- ▶ Returning groups must be in good standing, with no unresolved sanctions from the year before
- ▶ At least 2 events per semester, including 1 per year that benefits the student body as a whole

◆ Key Deadlines

Deadline	What's Due
September 30	Ratification / Re-Ratification Package submitted online. Miss this and returning groups lose any leftover account balance (aside from Base or Grant Funding).
+10 business days	Post-Ratification Digital Information Form (email, social handles, OTSU profile)
March 31	General Member List, Involvement Forms for SER recognition, any executive role changes
April 30	Annual Reflection Form and Inventory Report

Full details live in the Clubs Policy & Procedure and Societies Policy & Procedure documents.