

CLUBS & SOCIETIES POLICY

POLICY TYPE	CLUBS & SOCIETIES
APPROVING AUTHORITY	ONTARIO TECH STUDENT UNION BOARD OF DIRECTORS
POLICY OWNER	ONTARIO TECH STUDENT UNION BOARD OF DIRECTORS
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1. INTRODUCTION

The Ontario Tech Student Union (OTSU) supports the creation and operation of Student Union Clubs and Societies, which enrich student life through various social, cultural, educational, and philanthropic activities. This policy outlines the guidelines and procedures for the functioning of these Clubs and Societies.

2. DEFINITIONS AND SCOPE

2.1 Student Union Clubs

- Definition: Voluntary student groups ratified by the OTSU and verified by the Clubs & Societies Committee (CSC).
- Purpose: Enhance student experience and foster community.
- Eligibility: Open to all Ontario Tech students who have paid their ancillary fee.

2.2 Club Executives

- Definition: Students who manage club activities.
- Eligibility: Must be Ontario Tech students who have paid their ancillary fee.

2.3 Club General Members

- Definition: Students who join and participate in club activities.
- Eligibility: Must have paid their ancillary fee and participate in at least 20 hours of club activities annually.

2.4 Clubs & Societies Department

- Definition: Department responsible for the governance and support of Clubs and Societies.
- Components:
 - (i) Clubs & Societies Committee
 - (ii) Vice President Student Life
 - (iii) Member Engagement Manager
 - (iv) Member Engagement Coordinator

2.5 **Student Union Societies**

- Definition: Faculty-based groups managed by elected student representatives.
- Purpose: Provide social, professional, and educational opportunities.
- Eligibility: Open to students enrolled in the respective faculty who have paid their ancillary fee.

2.6 **Faculty**

- Definition: A group of academic programs under a specific discipline at Ontario Tech.

2.7 **Society Executives**

- Definition: Students who manage Society activities.
- Eligibility: Must be full-time students in the respective faculty and elected through OTSU Society Elections.

2.8 **Society General Member**

- Definition: Students who join and participate in Society activities.
- Eligibility: Must be enrolled in Ontario Tech, paid their ancillary fees, and participate in at least 20 hours of Society activities annually.

2.9 **Ratification**

- Definition: Formal recognition by the OTSU.
- Process: Approval from the Clubs & Societies Department and verification by the Clubs & Societies Committee.

2.10 **Quorum**

- Definition: The minimum number of members required for a meeting to be valid.
- Requirement: Fifty percent (50%) plus one (+1).

3. **GENERAL CLUB GUIDELINES**

3.1 Clubs must be unique and not replicate existing OTSU Clubs or services.

3.2 Clubs must not include athletic activities; these groups should apply for Club Sport status with Campus Recreation.

3.3 Ratification of Clubs follows the OTSU Clubs Procedure.

4. **CLUB MEMBERSHIP**

4.1 Eligibility: All enrolled Ontario Tech students.

4.2 Fees: Clubs can make a formal request to the Clubs and Societies Department if they wish to introduce club membership fees.

4.3 Restrictions: OTSU staff, officers, and faculty cannot be Club members or executives.

5. **SOCIETY MEMBERSHIP**

5.1 Eligibility: Only students enrolled in the respective faculty at Ontario Tech.

5.2 Fees: Societies can charge levy fees, applied to tuition accounts.

5.3 Restrictions: OTSU staff, officers, and faculty cannot be Society members or executives.

6. CLUB EXECUTIVES

- 6.1 Clubs must have a minimum of 4 executives, including President, VP Events, VP Finance, and VP Communications.
- 6.2 Executives must attend mandatory meetings and training.
- 6.3 OTSU staff, officers, and faculty cannot be Club executives or have signing authority.
- 6.4 Failure to complete training may result in sanctions, including loss of ratification status.
- 6.5 Clubs can designate internal titles for executives, ensuring the formal roles are filled.

7. CLUB EXECUTIVE CONDUCT

- 7.1 Responsibility: Ensure compliance with OTSU policies and procedures.
- 7.2 Training: All executives must complete Club training.
- 7.3 Documentation: Maintain records of operations, finances, and elections.
- 7.4 AGM Attendance: Send at least two executives to the OTSU AGM.
- 7.5 Prohibited Activities:
 - (i) Engaging in commercial activities.
 - (ii) Providing services or goods for profit not aligned with club purposes.
 - (iii) Paying executives or members, except for expense reimbursement.
 - (iv) Signing legal documents without OTSU authority.

8. SOCIETY CONDUCT

- 8.1 Compliance: Ensure adherence to all OTSU policies and procedures.
- 8.2 Training: Complete mandatory training.
- 8.3 Documentation: Maintain records accessible to the OTSU including but not limited to asset tracking and budget tracking.
- 8.4 AGM Attendance: Send at least two delegates to the OTSU AGM.
- 8.5 Constitution: Must be included in the ratification package and cannot supersede OTSU or Ontario Tech policies or Canadian law.
- 8.6 Non-Commercial Activities: Focus on educational, professional, and social enrichment.
- 8.7 Legal Documents: Only OTSU signing authorities can sign on behalf of Societies.
- 8.8 Financial Management: Follow OTSU financial guidelines.
- 8.9 Event Planning: Events must align with Society objectives and OTSU policies.
- 8.10 Communication: Maintain effective communication with members.

- 8.11 Conflict Resolution: Internal conflicts should be resolved or reported to OTSU.
- 8.12 Member Conduct: Adhere to a code of conduct promoting respect and professionalism.
- 8.13 Privileges: Recognized Societies must comply with all guidelines to maintain good standing and access to resources.

9. SOCIAL MEDIA

- 9.1 Clubs and Societies must have public social media accounts. Accounts must be public and transparent.
- 9.2 They may not block or restrict access to their accounts without valid reasons.

10. INVOLVEMENT RECORD

- 10.1 Clubs and Societies must submit active membership lists to the OTSU for Student Experience Record recognition.
- 10.2 Eligibility requirements include training completion and minimum participation.
- 10.3 Must be submitted before April 30th of each academic year.

11. SANCTIONS

- 11.1 Clubs and Societies may face sanctions for violating OTSU policies, the Ontario Tech Student Code of Conduct, or actions harming the organization's reputation.
- 11.2 Sanction processes are outlined in the Clubs & Societies Sanction Procedure.

12. EXTERNAL AFFILIATIONS

- 12.1 Clubs and Societies must disclose relationships with external organizations.
- 12.2 OTSU reserves the right to approve or restrict these affiliations.

13. REMOVAL OF MEMBERS

- 13.1 Members, including Executives, may be removed as per the Sanction Procedure.

14. RELEVANT POLICY AND PROCEDURE:

- Clubs Procedure
- Societies Procedure
- Clubs & Societies Sanctions Procedure