



# CLUBS & SOCIETIES SANCTION PROCEDURE

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<b>POLICY TYPE</b>	CLUBS & SOCIETIES
<b>APPROVING AUTHORITY</b>	ONTARIO TECH STUDENT UNION BOARD OF DIRECTORS
<b>POLICY OWNER</b>	ONTARIO TECH STUDENT UNION BOARD OF DIRECTORS
<b>APPROVAL DATE</b>	JULY 2024
<b>REVIEW DATE</b>	MAY 2025

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## 1. INTRODUCTION

The sanction process ensures accountability among Ontario Tech Student Union (OTSU) Clubs and Societies and their Executives to all students, employees, and society memberships. The Clubs & Societies Department holds the authority to sanction clubs/societies as per the Sanction Procedure, which outlines the processes.

## 2. DEFINITIONS

Sanctionable Offense: Any misconduct highlighted under the Clubs & Societies Sanction Procedure.

## 3. PURPOSE

The sanction process ensures adherence to policies, procedures, bylaws, and the Student Code of Conduct. Clubs/Societies may face sanctions for acts negatively impacting the organization or its members.

## 4. PROCEDURE

Conditions for sanctions include violations of OTSU or University policies, misuse of services/resources, failure to complete mandatory training, committing an offense that violates any Federal, Provincial, or Municipal laws, harassment and/or discrimination, and various other infractions, conduct that puts the safety and/or wellbeing of others at risk.

## 5. PROGRESSIVE SANCTION PROCESS

Sanctions can include written warnings, financial penalties, suspension, and removal of an Executive based on the severity or progression of the infraction.

## **6. SUSPENSION PROCESS**

Clubs/Societies on suspension must rectify breaches before removal. Failure to do so may lead to de-ratification.

## **7. APPEAL PROCESS**

Members can appeal sanctions imposed by the Clubs & Societies Committee after attempting resolution with the department within seven business days.

## **8. NON-COMPLIANCE IMPLICATIONS**

Non-compliance may result in financial consequences, de-ratification, removal of an executive, and notification to Ontario Tech University for possible consequences under the student code of conduct.

## **9. RECTIFYING A SANCTION**

Clubs/Societies have the opportunity to rectify sanctions through a preliminary hearing procedure to return to “good standing.”

## **10. SUBMITTING A COMPLAINT**

Members may submit complaints through the [Sanction Form](#) within thirty days of the alleged violation. A complete complaint includes specific information outlined in the procedure.

## **11. PRELIMINARY HEARING PROCEDURE**

Upon receipt of an unresolvable complaint, the Clubs & Societies Committee conducts a hearing after notifying the relevant Club/Society Executive Team within 7 days. The Executive Team of the club/society in question shall be given 5 days to submit a written response. At the discretion of the C&S Committee, the club may be put on hold, which could include, but not limited to event or finance forms not being approved until the investigation is over.

## **12. DE-RATIFICATION PROCESS**

The OTSU may de-ratify clubs/societies for serious breaches or image damage. De-ratified clubs lose access to their bank account balance and must wait one academic year to reapply for ratification.

Executives or general members can also be sanctioned and/or have restrictions against them based on the OTSU discretion.

This procedure ensures accountability and compliance among OTSU Clubs/Societies and their Executives.