CLUBS & SOCIETIES SANCTION PROCEDURE

POLICY TYPE	CLUBS & SOCIETIES
APPROVING AUTHORITY	ONTARIO TECH STUDENT UNION BOARD OF DIRECTORS
POLICY OWNER	ONTARIO TECH STUDENT UNION BOARD OF DIRECTORS
APPROVAL DATE	-
REVIEW DATE	SEPTEMBER 2026

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 and societies as outlined in this Sanction Procedure.

2. DEFINITIONS

OTSU: Ontario Tech Student Union.

Club / Society: Any student organization formally recognized by OTSU.

Executive: Any individual holding a leadership or decision-making role within a club or society.

Sanctionable Offence: Any misconduct highlighted under this Sanction Procedure.

Infraction: Any breach of OTSU policies, procedures, or applicable regulations.

Sanction: Any corrective or disciplinary measure imposed in response to an infraction.

Probation: A defined monitoring period with conditions and oversight.

Suspension: The temporary cessation of all operations and privileges.

De-Ratification: The removal of a club or society's official recognition by OTSU.

Interim Measures: Temporary, precautionary restrictions applied during an investigation.

Misrepresentation: The provision of false, incomplete, or misleading information, whether by omission or intent, that affects the assessment, approval, or oversight of an activity.

SER: Student Experience Record.

CSC: Clubs & Societies Committee.

3. PURPOSE

The sanction process ensures adherence to policies, procedures, bylaws, and the Student Code of Conduct. Clubs and Societies may face sanctions for acts negatively impacting the organization or its members. This policy establishes a standardised framework for: .

- Ensuring compliance with OTSU regulations and procedures
- Addressing misconduct and policy violations
- Applying fair, transparent, and proportional sanctions
- Maintaining accountability across all recognised clubs and societies

4. SCOPE

This policy applies to :

- All OTSU-recognised clubs and societies
- All executive members and representatives of such organisations
- All activities, events, and operations conducted under the OTSU recognition. .

5. GUIDING PRINCIPLES

All sanction decisions must follow these principles:

5.1 **Proportionality** – Sanctions must reflect the severity and impact of the policy violation.

5.2 **Progressive Discipline** – Escalation occurs only when behaviour persists, or severity increases, despite earlier warnings.

5.3 **Procedural Fairness** – Clubs and Societies must be notified, heard, and given the opportunity to respond.

5.4 **Parity** – Similar infractions must result in similar sanctions.

5.5 **Educational & Restorative Approach** – Where appropriate, sanctions should prioritize learning and correction over punishment.

5.6 **No Double Jeopardy** – A club will not be sanctioned multiple times for the same violation stemming from the same event.

6. DUTY TO DISCLOSE AND ONGOING COMPLIANCE

Clubs and Societies are responsible for ensuring that all information submitted during approval processes remains accurate and up to date.

6.1 Any material change to an approved event must be disclosed to OTSU in advance of the event taking place, including but not limited to:

- Addition of external guests, speakers, or vendors
- Changes to event format, scale, or risk level
- Changes in location, capacity, or activities

6.2 Failure to disclose material changes prior to the event constitutes a breach of this policy and may be treated as misrepresentation.

6.3 Approval is conditional. Clubs and Societies are only authorized to execute events as approved. Any deviation from the approved scope may result in immediate sanctions..

7. SELF-REPORTING

7.1 Clubs and Societies are encouraged to proactively disclose errors, omissions, or non-compliance.

7.2 Where a violation is self-reported prior to detection by OTSU, this may be considered a mitigating factor in determining sanctions.

7.3 Failure to disclose an issue the Club/Society was aware of will be considered an aggravating factor.

8. CLASSIFICATION OF OFFENCES

To improve clarity and consistency, offences are classified into three categories:

8.1 **Minor Offences (Class A) – Administrative or low-impact breaches, such as:**

- Missed deadlines
- Minor policy violations
- First-time non-compliance

8.2 **Moderate Offences (Class B) – Breaches with operational or reputational impact, such as:**

- Misuse of funding **(see Section 9.6 - Financial Sanctions)**
- Unauthorized events
- Failure to follow procedures
- Repeated minor violations

8.3 **Major Offences (Class C) – Severe misconduct, including:**

- Illegal activities
- Safety risks
- Harassment or discrimination
- Financial misconduct or fraud **(see Section 9.6 - Financial Sanctions)**
- Significant reputational damage

Note: Class C offences may bypass progressive discipline and proceed directly to advanced sanctions.

Sanctions may also be triggered generally by: violations of OTSU or University policy; misuse of services or resources; failure to complete mandatory training; conduct that violates federal, provincial,

9. PROGRESSIVE SANCTION PROCESS

OTSU applies a progressive sanction framework designed to ensure fairness, proportionality, and accountability. Sanctions may include educational interventions, formal warnings, probationary measures, restrictions on privileges, executive-level consequences, suspension, and de-ratification. Sanctions are normally applied progressively, escalating where non-compliance persists or corrective action is not achieved; however, OTSU reserves the right to escalate immediately where the severity, risk, or impact of the infraction warrants it.

9.1 **Immediate Escalation / Non-Progressive Violations** – Certain violations are high-risk breaches that undermine institutional trust, safety, and compliance obligations. These are not subject to progressive discipline and may result in immediate escalation to Loss of Privilege, Suspension, or De-Ratification. Such violations include, but are not limited to:

9.1.1 **Misrepresentation of Event Details** – Submission of false, misleading, or incomplete information in event applications, risk assessments, or approval processes – including failure to disclose external guests, speakers, or vendors; misclassification of event risk level; or conducting an event inconsistent with what was approved. Any confirmed instance of material misrepresentation may result in an immediate Loss of On-Campus Privileges and may lead to further sanctions.

9.1.2 **Breach of University Policies** – Any violation of Ontario Tech University policy, including risk management requirements, space-use policies, or event protocols.

9.1.3 **Violations of the Student Code of Conduct** – Any conduct involving harassment, discrimination, violence, or behaviour that compromises the safety or wellbeing of others.

9.1.4 **Actions Resulting in Institutional Risk Exposure** – Any activity that places OTSU or the University at legal, reputational, financial, or operational risk.

These violations may bypass all progressive steps and proceed directly to advanced sanctions.

9.2 **Educational Measures** – The primary corrective response for minor or first-time infractions where intent to violate policy is not evident. May include:

- Mandatory educational sessions, training, or workshops
- A written educational notice outlining the breach, expectations, and required corrective actions
- Guidance on applicable policies and compliance requirements

9.3 **Written Warning** – A formal, recorded notice of non-compliance. It includes:

- A clear description of the violation
- Reference to the applicable policy breach
- Required corrective actions and timelines
- Notice that further violations may result in escalated sanctions

All written warnings are formally recorded for future reference in compliance assessments.

9.4 **Probation** – A defined monitoring period imposed following repeated or moderate violations. During probation:

- Specific conditions for continued operation or participation are established
- Increased oversight and reporting requirements are implemented

- Failure to comply with probationary conditions may result in escalation to higher sanctions

9.5 **Loss of Privilege** – A temporary or conditional restriction of operational rights, which may include:

- Event approval authority
- Room booking privileges
- Use of OTSU- or University-owned properties and facilities

Where a violation involves misrepresentation of event details or unauthorized event elements (e.g., undisclosed vendors or external guests), Loss of Privilege is applied immediately and includes suspension of all on-campus event activity for a defined period.

9.6 **Financial Sanctions** – Financial Sanctions are applied in response to violations of OTSU's financial policies, procedures, or funding conditions. Financial Sanctions may be applied independently or in conjunction with other sanctions under this policy.

9.6.1 **Definitions** – To distinguish severity levels referenced in Section 8:

- Misuse of Funding (Class B): Use of OTSU funds, grants, or allocated budget for purposes other than approved, without evidence of intent to deceive or institutional harm.
- Financial Misconduct or Fraud (Class C): Intentional misappropriation, falsification of financial records, or use of funds involving deceit, personal gain, or material institutional harm.

9.6.2 **Available Financial Sanctions may include:**

- Freezing of organizational accounts
- Revocation or withholding of approved or pending funding
- Suspension of financial disbursements until compliance is demonstrated
- Mandatory financial audit or review of the Club/Society's accounts

9.6.3 **Financial Sanctions remain in effect** – until all outstanding compliance requirements are met, as determined by the CSC.

9.6.4 **Triggers for Financial Review** – A financial review may be initiated by:

- A complaint or report alleging misuse of funds
- Irregularities identified during routine financial reporting or audit
- Failure to submit required financial documentation within specified timelines mentioned in the financial policies

Financial reviews shall be conducted by the Clubs & Societies Committee, in consultation with OTSU's finance department or designated staff, as appropriate.

9.6.5 **Reinstatement Following Financial Sanctions** – In addition to the general conditions in Section 13, reinstatement requires:

- Full repayment or reconciliation of misused or improperly allocated funds
- Submission of updated financial records demonstrating compliance
- Where applicable, implementation of improved financial controls or governance changes

9.7 **Executive Sanctions** – Apply to individuals in leadership or executive roles found in breach of policy. May include:

- Suspension or removal from executive position(s)
- Non-recognition of contributions through the Student Experience Record (SER), where applicable
- Restrictions or prohibitions on holding future executive positions within OTSU-affiliated organizations

9.8 **Individual Accountability** – While sanctions may be applied at the Club/Society level, individual members; including Executives, may be held personally accountable for policy violations.

9.8.1 Individuals responsible for misrepresentation, misconduct, or non-compliance may be subject to removal from position, restrictions on future involvement, or referral to the University under applicable policies.

9.8.2 Responsibility is not avoided through delegation; Executives remain accountable for actions taken on behalf of the organization.

9.9 **Suspension** – The temporary cessation of all organizational operations and privileges. During suspension:

- All activities are halted for a defined period
- Access to resources, funding, and facilities is revoked
- Reinstatement is conditional on completion of specified corrective measures and demonstrated compliance

9.10 **De-Ratification** – The most severe sanction, resulting in loss of official organizational status. Consequences include:

- Revocation of official recognition by OTSU
- Immediate cessation of all privileges and access to resources, including the club or society's bank account balance
- Ineligibility to reapply for OTSU recognition for a minimum of one academic year
- Reapplication after the eligibility period is not guaranteed and is subject to a full review process

Executives or general members may also be individually sanctioned and/or subject to restrictions at OTSU's discretion.

10. SUSPENSION PROCESS AND REINSTATEMENT

Clubs and Societies placed on suspension must rectify all identified breaches before the suspension is lifted. Failure to do so may result in escalation, including de-ratification.

10.1 **Conditions for Reinstatement** – To be eligible, a suspended Club/Society must satisfy all conditions imposed by the CSC, which may include:

- Completion of all required corrective actions outlined in the sanction decision
- Resolution of outstanding compliance, financial, or administrative obligations
- Completion of required training, governance adjustments, or operational changes
- Adherence to any additional conditions deemed necessary by the Committee

10.2 **Demonstrated Compliance** – The Club/Society must provide clear, verifiable evidence that all reinstatement conditions have been met. Reinstatement will only be granted where the Committee is satisfied that the Club/Society can operate in full compliance with OTSU and University policies, and that adequate measures are in place to prevent recurrence.

10.3 **Failure to Meet Conditions and Escalation** – Where a Club/Society fails to meet reinstatement conditions within the prescribed timeframe, or shows continued non-compliance, the CSC may:

- Extend the suspension period with additional conditions
- Impose further sanctions
- Recommend de-ratification

11. APPEAL PROCESS

Members may appeal sanctions imposed by the Clubs & Societies Committee within seven (7) business days of official communication of the sanction decision, provided reasonable efforts have first been made to resolve the matter with the Clubs & Societies Department.

11.1 **Grounds for Appeal** – A Club/Society may appeal a sanction decision on one or more of the following grounds:

11.1.1 **Procedural Error** – A significant deviation from established procedures that may have materially affected the outcome of the decision.

11.1.2 **New Evidence** – The existence of relevant evidence that was not reasonably available at the time of the original decision and could have affected the outcome.

11.1.3 **Disproportionate Sanction** – The sanction is demonstrably excessive or inconsistent relative to the nature, severity, or context of the violation.

11.2 **Appeal Outcomes** – Upon review of an appeal, the CSC may:

11.2.1 **Uphold the Decision** – Confirm the original finding and sanction, with no changes.

11.2.2 **Modify the Decision** – Adjust the sanction and/or conditions while maintaining the original finding of responsibility.

11.2.3 **Overturn the Decision** – Set aside the original findings and sanctions, in whole or in part.

11.3 Standard of Review – The CSC will not rehear the case in full, but will assess whether the grounds for appeal have been sufficiently demonstrated.

12. NON-COMPLIANCE IMPLICATION

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. Failure to comply with an imposed sanction is treated as a separate and escalating violation.

12.1 **Jurisdiction and Institutional Referral** – OTSU operates within the broader governance framework of Ontario Tech University.

12.1.1 Where a violation may also constitute a breach of University policy, the matter may be referred to the University for further review under applicable procedures, including the Student Code of Conduct.

12.1.2 OTSU processes are administrative and do not replace or override University processes.

12.1.3 Outcomes under this policy may proceed independently of, or in parallel with, University actions.

13. RECTIFYING A SANCTION (RETURN TO GOOD STANDING)

Clubs and Societies subject to sanction will be given the opportunity to rectify the sanction and return to Good Standing through the Preliminary Hearing Procedure outlined in Section 15.

13.1 **Required Corrective Actions** – To be eligible for reinstatement to Good Standing, a Club/Society must complete all actions determined by the CSC, which may include:

- Completion of mandatory training or educational workshops
- Repayment or reconciliation of misused, outstanding, or improperly allocated funds, **in accordance with Section 9.6.5**
- Implementation of governance or operational changes (e.g., constitutional amendments, leadership restructuring, improved financial controls)
- Compliance with all outstanding administrative requirements (e.g., reporting, documentation, event approvals)
- Any additional conditions necessary to address the violation and prevent recurrence

13.2 **Review for Good Standing** – A Club/Society will be considered for reinstatement upon demonstrating, to the CSC's satisfaction, that:

- All required corrective actions have been fully completed
- The original violation has been adequately addressed
- Reasonable measures have been implemented to prevent recurrence
- The Club/Society is capable of operating in compliance with OTSU and University policies
- The Club/Society has acted in good faith and cooperated throughout the sanction process

13.3 **Documentation Requirements** – Clubs and Societies seeking to rectify a sanction must submit sufficient documentation, which may include:

- Proof of completed training or workshops
- Financial records, receipts, or repayment confirmations
- Updated governing documents or constitution
- Written summaries of corrective measures implemented
- Any additional evidence requested by the CSC

Failure to provide adequate documentation may result in delays to reinstatement, or continuation of the sanction.

13.4 **Outcome of the Rectification Process** – Following the Preliminary Hearing Procedure, the CSC may:

- Restore the Club/Society to Good Standing
- Maintain the current sanction pending further action
- Escalate the sanction in cases of insufficient or continued non-compliance

14. SUBMITTING A COMPLAINT

14.1 Members may submit complaints through the **Sanction Form** within thirty (30) days of the alleged violation. A complete complaint includes all specific information outlined in this procedure.

14.2 All members of the Ontario Tech University community – including students, OTU staff, and external partners – may submit a complaint if they observe or become aware of a violation of OTSU and/or OTU policy.

14.3 The complainant must submit proof of the information and any related communication.

14.4 The complainant may choose to remain anonymous or reveal their identity.

15. PRELIMINARY HEARING PROCEDURE

Upon receipt of an unresolvable complaint, the Clubs & Societies Committee will conduct a Preliminary Hearing after notifying the relevant Club/Society Executive Team within seven (7) business days. The Executive Team will be given five (5) business days to submit a written response. At the Committee's discretion, the Club/Society may be placed on hold during the investigation – which may include suspension of event approvals, funding requests, or other administrative privileges until the investigation concludes.

15.1 **Factors Considered in Decision-Making** – In determining whether a violation occurred and the appropriate outcome, the CSC will consider all relevant circumstances, including:

15.1.1 **Severity of Harm** – The extent of actual or potential harm caused to individuals, the student body, or the institution.

15.1.2 **Intent** – Whether the conduct was intentional, reckless, or inadvertent.

15.1.3 **Past Violations** – The Club/Society's prior history of compliance or non-compliance with policies and procedures.

15.1.4 **Level of Cooperation** – The degree to which the Club/Society engaged constructively and in good faith throughout the process.

15.1.5 **Impact on the Community** – The broader effect of the conduct, including reputational impact and disruption to other groups or activities.

15.1.6 **Accuracy and Integrity of Information** – Whether the Club/Society provided complete, accurate, and truthful information during approval and compliance processes. Misrepresentation is considered an aggravating factor and may result in immediate escalation.

15.2 **Aggravating and Mitigating Factors** – In determining sanctions, the Committee may consider the following:

Aggravating factors:

- Intentional misrepresentation or dishonesty
- Repeated or pattern-based violations
- Failure to cooperate with investigations
- Actions that increase institutional risk exposure

Mitigating factors:

- Demonstrated good-faith effort to comply
- Self-reporting of violations prior to discovery
- Prompt corrective action
- Lack of prior violations

16. EVENT VERIFICATION AND AUDIT

OTSU reserves the right to verify compliance with approved event details at any time.

16.1 Verification may include:

- On-site attendance or inspection
- Review of promotional materials
- Review of contracts, invoices, or vendor agreements
- Post-event documentation requests

16.2 Clubs and Societies must cooperate fully with verification processes.

16.3 Failure to cooperate, obstruction of verification, or providing false information during verification will be treated as an aggravating factor and may result in escalation of sanctions.

17. INVESTIGATION PROCESS

The investigation process ensures fair, timely, and consistent handling of all reported concerns or alleged policy violations. All investigations must be conducted with procedural fairness, confidentiality, and proportionality.

17.1 **Initial Review** – Upon receipt of a complaint or report, an initial review will determine:

- Whether the matter falls within OTSU's jurisdiction
- Whether the complaint contains sufficient information to proceed
- Whether the matter can be resolved informally or requires a formal investigation
- Whether interim measures are necessary to mitigate risk, harm, or disruption

The outcome of the initial review determines whether the case is dismissed, resolved informally, or escalated to a formal investigation.

17.2 **Notification Timeline** – Where a formal investigation is initiated, relevant parties will be notified within a reasonable, clearly defined timeframe. Notification will include:

- Confirmation that an investigation has been opened
- A general summary of the allegations, where appropriate and without compromising confidentiality or safety
- The process moving forward, including key stages and expected timelines
- The rights and responsibilities of involved parties

17.3 **Written Response Period** – All responding parties will be given a defined opportunity to submit a written response, including:

- A specified timeframe for submission of statements
- The ability to provide evidence, documentation, or contextual information
- Consideration of mitigating factors or alternative explanations

If no response is submitted within the designated timeframe, the investigation may proceed based on available evidence.

17.4 **Interim Measures** – Interim measures may be implemented at any stage of the investigation where necessary to protect individuals, maintain operations, or preserve the integrity of the process. These may include:

- Temporary suspension of activities or privileges
- Restrictions on access to funding, spaces, or organizational resources
- Administrative or operational holds pending the investigation outcome
- Immediate suspension of event activity where there is reason to believe the event may proceed in violation of its approved conditions, or pose an unmitigated risk

Interim measures are precautionary and non-disciplinary, and do not represent a finding of responsibility.

18. RECORDS AND SANCTION TRACKING

OTSU maintains a formalized system for documenting and tracking all investigations, findings, and sanctions to ensure transparency, consistency, and accountability.

18.1 **Documentation Requirements** – All stages of the investigation and sanction process must be documented, including:

- Initial reports and complaints
- Investigation notes and evidence reviewed
- Communications with involved parties
- Findings, decisions, and rationale
- Sanctions imposed and compliance requirements

All records must be securely stored in accordance with OTSU's confidentiality and records-retention standards.

18.2 **Use for Future Escalation** – Documentation may inform future compliance and sanctioning decisions:

- Prior violations may be considered when determining sanction severity
- Repeated or pattern-based misconduct may justify escalation beyond standard progressive steps
- Records will be used to ensure consistent enforcement across cases and organizations

Prior records do not automatically result in escalation, but will be a relevant factor in assessing organizational history and risk.

19. SANCTION EXPIRY

OTSU applies a structured framework for determining the duration and retention of sanctions and infractions, ensuring proportionality while maintaining accountability for repeated or serious misconduct.

19.1 **Permanent Record Infractions** – The following are considered permanent and non-expiring on a club or society's record:

- De-ratification
- Suspension for serious misconduct involving harm, safety risks, or reputational damage
- Financial misconduct, including fraud, misuse of funds, or intentional misrepresentation (see Section 9.6)
- Executive-level misconduct involving abuse of authority, harassment, or ethical violations
- Any violation explicitly designated as "permanent record" at the time of sanctioning

- Material misrepresentation of event details, including failure to disclose external guests, vendors, or risk-related elements during the approval process

Permanent-record infractions remain on file indefinitely and may be used in all future governance or recognition decisions.

19.2 **Time-Limited Infractions** – The following are time-bound and eligible for expiry, provided no further violations occur during the retention period:

- Written warnings – expire after one academic year
- Probation records – expire after one academic year following successful completion of conditions
- Loss of privilege sanctions – expire after one academic year from resolution, unless otherwise specified
- Minor procedural violations – expire after one or two academic semesters, depending on severity and recurrence

Once expired, these records are no longer considered active for escalation purposes, but may be retained for internal statistical or compliance auditing.

19.3 **Conditional Retention and Extension** – An infraction's expiry period may be extended if:

- Additional violations occur during the retention period
- Probation conditions are not fully met
- The infraction forms part of a recurring pattern of non-compliance

In such cases, the record may be reclassified or extended at the discretion of OTSU governance bodies.

19.4 **Effect of Expiry** – Expired infractions:

- Do not contribute to escalation in future sanctioning decisions
- Are not considered active violations
- Remain archived for internal reference and compliance-auditing purposes only

20. ENFORCEMENT

Providing false or misleading information in any OTSU process is considered a breach of trust and institutional accountability. As OTSU acts as an approving body on behalf of the University, such actions compromise both organizations and will be treated with the highest level of severity. OTSU reserves the authority to enforce this policy across all recognized clubs and societies.

20.1 Failure to comply with any imposed sanction or requirement constitutes a separate infraction and may result in escalation.

20.2 OTSU may take immediate action, including interim measures or advanced sanctions, where necessary to protect safety, institutional integrity, or compliance.

20.3 All clubs and executives are responsible for ensuring awareness of, and adherence to, this policy.

20.4 Decisions made under this policy are binding, subject to any applicable appeal mechanisms established by OTSU governance.

21. REVIEW AND AMENDMENT

This policy will be reviewed periodically to ensure relevance, effectiveness, and alignment with institutional priorities. Amendments may be made by the appropriate OTSU governing authority.