

# CLUBS PROCEDURE

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<b>POLICY TYPE</b>	CLUBS & SOCIETIES PROCEDURE
<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
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## 1. INTRODUCTION

At Ontario Tech, the Student Union (OTSU) helps create and support Student Union Clubs to promote our mission of fostering voice, value, and vision. These clubs provide a space for students to connect based on shared interests, backgrounds, and goals. Recognizing the importance of these clubs, the Student Union fully backs their formation as a key aspect of student life.

## 2. DEFINITIONS

### 2.1 Student Union/ OTSU

Refers to the Ontario Tech Student Union.

### 2.2 Member Engagement Coordinator

Refers to a staff member authorized by the Board of Directors to oversee the Clubs & Societies Department and ensure the Board's vision is implemented daily. This person ensures that club policies are followed and any exceptions are documented and approved. All staff are responsible for understanding and adhering to these procedures to ensure proper review and execution of club activities. In the absence of the Coordinator, the Manager of Student Engagement assumes this responsibility.

### 2.3 Faculty

Refers to a group of academic programs within a specific discipline at Ontario Tech University.

### 2.4 Club Event

Refers to a gathering open to all Ontario Tech students.

### 2.5 Event Form

Refers to an online form submitted to the Clubs & Societies Department for approval before hosting an event.

- 2.6 **Risk**  
Refers to the assessment and management of physical, financial, and organizational risks, including measures to minimize their impact.
- 2.7 **Account**  
Refers to the account that all societies are provided with a Student Union for financial transactions.
- 2.8 **Ledger**  
Refers to the account summaries provided by the Finance Generalist, used as guidelines to verify budget details like base funding, account funding, and sponsorships over the fiscal year.
- 2.9 **Annual General Meeting/ AGM**  
Refers to a yearly meeting of members hosted by either the Student Union or a Club.
- 2.10 **Ratification**  
Refers to the formal recognition of clubs and societies by the Student Union, granted through approval from the Clubs & Societies Department and verification by the Clubs & Societies Committee.
- 2.11 **Club training**  
Refers to mandatory training for all Club executives, failure to complete this without prior communication with the Clubs & Societies Department may result in sanctions.

### 3. PURPOSE

- 3.1 This purpose outlines a framework for students to establish, manage, and grow Student Union Clubs under the auspices of the Student Union. These procedures serve as guiding principles for decisions made by the Clubs & Societies Committee, the Student Union Executive Team, and the Clubs & Societies Department. The Student Union retains the right to modify or update any information in these procedures without prior notification.

### 4. PROCEDURE

#### 4.1 Ratification procedure

Students interested in forming a new club must follow these steps:

- 4.1.1 Submission deadline:  
Submit a Club Ratification Package online to the Clubs & Societies Department by September 30th of each academic year.
- 4.1.2 Required package contents:
- a respectful club name reflecting its purpose;
  - general club email address;
  - statement explaining the reason for starting the club as well as community impact statement where they outline their events or initiatives they intend to host to better the student community;
  - mission Statement detailing the club's goals, objectives, and unique characteristics;
  - plans and ideas for club events; and
  - budget outlining projected event expenses.

- 4.1.3 Executive requirements:
  - minimum of 4 executives.
- 4.1.4 General member requirements:
  - minimum of 10 general members (excluding established executives).

## 4.2 Ratification requirements

To be eligible for ratification, clubs must meet the following criteria:

- 4.2.1 club executives must be registered Ontario Tech University students and have paid all Clubs & Societies fees in full;
- 4.2.2 an Event Form must be completed for all events;
- 4.2.3 the club's purpose must not endorse or support activities or events that violate Student Union policies, campus policies, or any applicable laws;
- 4.2.4 clubs must have a unique name and purpose, not shared with any existing club, institutional service, or Student Union program;
- 4.2.5 all club activities and conduct must adhere to the policies and procedures set by the Student Union and Ontario Tech University;
- 4.2.6 executives must attend mandatory meetings and training sessions scheduled by the Clubs & Societies Department. Failure to fulfill training and attendance requirements may result in sanctions;
- 4.2.7 the Student Union does not ratify sport-based or high-level physical activity-based clubs;
- 4.2.8 club names must be respectful and reflect the club's purpose. Clubs cannot use the word "society" in their names;
- 4.2.9 general membership in a club must be open to all part-time and full-time Ontario Tech University students who have paid Clubs & Societies fees in full;
- 4.2.10 executive member status is restricted to Ontario Tech University students who have opted-in to paying all applicable fees associated with Clubs & Societies;
- 4.2.11 a Student Union Board of Director may be an executive of a club but cannot be a signing officer;
- 4.2.12 a student can be an Executive member of no more than two ratified clubs or at the discretion of the Clubs & Societies department;
- 4.2.13 fees may not be charged for club membership;
- 4.2.14 a Constitution may be created to define the roles and responsibilities of a Club and must be included with a Club Ratification Package. If the Constitution contradicts procedure, OTSU Bylaws, policies, or procedures, it is invalid;
- 4.2.15 the Clubs & Societies Department has the authority to make exceptions and approve events for qualification;
- 4.2.16 failing to organize and execute at least two events a semester may disqualify a club from re-ratifying the following academic year; and
- 4.2.17 club Executives must adhere to all administrative duties and deadlines set by the Clubs & Societies Department to remain in "Good Standing".

## 4.3 Re-Ratification requirements

Re-Ratification Packages must be submitted by September 30th of the new year to retain any account balances not Base or Grant Funding from the previous year. Failure to submit by this deadline relinquishes rights to any remaining account balances.

## 5. CLUB RATING SYSTEM

Each level offers different funding opportunities and criteria for student community impact. Depending on the size of general membership/club level and at the discretion of the Member Engagement Coordinator, the executive team may be a maximum of 15 members.

### 5.1 Level 1: Basic Engagement

- Funding: up to \$250
- Events: 1-3 events per semester, smaller scale events (e.g., movie nights, meetings)
- Focus: earning SER credits, limited community impact
- Membership: fewer than 20 members
- Additional criteria: basic promotion efforts (e.g., social media posts), limited collaboration with other clubs or societies

### 5.2 Level 2: Intermediate Engagement

- Funding: up to \$500
- Events: 3-6 events per semester, larger scale events (e.g., workshops, guest speakers)
- Focus: earning SER credits, significant community impact and support
- Membership: 21-50 or more members
- Additional criteria: effective promotion strategies (e.g., email campaigns, posters), collaboration with at least one other club or society, leadership structure with defined roles (e.g., president, treasurer, event coordinator)

### 5.3 Level 3: Advanced Engagement

- Funding: up to \$700
- Events: weekly events, events expected to attract significant student participation (e.g., conferences, major community service projects)
- Focus: earning SER credits, extensive community impact and support
- Membership: 50 or more members
- Additional criteria: comprehensive promotion strategy (e.g., media coverage, partnerships with local businesses), regular collaboration with multiple clubs, societies, or external organizations, advanced leadership structure with multiple committees (e.g., event planning committee, fundraising committee), and demonstrated impact through measurable outcomes (e.g., surveys, attendance records, feedback forms)

## 6. ROLES & RESPONSIBILITIES

### 6.1 Executive responsibilities:

#### 6.1.1 Adherence to policies and procedures:

Club Executive members, including Student Union Club Presidents, are responsible for adhering to all policies and procedures relevant to Student Union Clubs at the OTSU.

#### 6.1.2 Poster approvals:

Club executives must obtain approval for posters via the Print Media Approval Form before posting them on campus. Please follow the universities Postering Policy.

#### 6.1.3 Mandate adherence:

Executives must adhere to the mandate on which the club was ratified.

#### 6.1.4 Meeting attendance:

Executives are required to attend or send a delegate to all mandatory meetings set by the Clubs & Societies Department.

6.1.5 Event organization compliance:  
When organizing events involving third-party/external parties/entities, non-commercial or commercial entities, or transportation services, executives must adhere to Student Union policies and procedures.

6.1.6 Accountability:  
Club executives do not have the authority to hold other executives accountable. Issues should be formally addressed via email to the Clubs & Societies Department, and unresolved matters may be escalated to the Clubs & Societies Committee or the Clubs and Societies Sanctions Form.

## **7. PROMOTION OF CLUBS AND EVENTS**

- 7.1 Print media must be approved by the Clubs & Societies Department before posting on campus;
- 7.2 Student Union Club posters cannot be displayed in Durham College space;
- 7.3 Content that may be considered vulgar, graphic, or potentially triggering to students can be denied; and
- 7.4 Students must follow the universities Postering Policy.

## **8. FUNDING**

### 8.1 Base Funding

Base Funding must be used within the fiscal year and does not carry over. Base Funding is intended for start-up purposes.

### 8.2 Reimbursement of club funds

8.2.1 Clubs must complete a Reimbursement of Funds Form, including necessary information such as invoices, receipts, and expense descriptions, for reimbursement processing. Only PDF's of required documents will be accepted (no screenshots).

8.2.2 Reimbursement forms take up to ten business days to process upon completion and approval.

### 8.3 Funding restrictions

8.3.1 Base cannot be used for certain expenses, including donations, alcohol/cannabis-related materials, personal travel expenses, and gift cards.

## **9. CLUB SPONSORSHIP**

9.1 Approval and instruction from the Clubs & Societies Department are required for accepting sponsorship donations.

9.2 Sponsorship agreements must be signed by a signing authority of the OTSU, not club executives.

## **10. CLUB EVENTS AND RISK MANAGEMENT**

10.1 Clubs must submit a detailed Event Form for each planned event on or off campus, including all relevant information, to the Clubs & Societies Department.

10.2 Approval and confirmation will be provided via email, and holding events without approval may result in sanctions.

## **11. RISK ASSESSMENT**

- 11.1 Events will be approved based on provided details, and the Student Union retains the discretion to cancel or deny events based on unforeseen risks or insurance liability.
- 11.2 Events are classified into three levels:
- 11.2.1 Level one:  
On campus, no external guests. Small events and meetings. Require a minimum 3 business days.
  - 11.2.2 Level two:  
On campus, external guests, anticipating large numbers of participants. Require minimum of 5 business days.
  - 11.2.3 Level three:  
Off-campus, typically end-of-year galas. Require minimum of 20 business days.
- 11.3 Insurance Requirements
- 11.3.1 Third-party insurance of at least \$5,000,000 is required for off-campus events, including coverage for alcohol service if applicable. The university requires any vendors coming to campus to provide a COI with a minimum of 5 million in liability.
- 11.4 External Guests
- 11.4.1 The OTSU may permit external guests on a case-by-case basis, subject to review of risk management documents and adherence to guest pricing and entry requirements.

## **12. CLUB SANCTIONS**

- 12.1 Clubs and executives may face sanctions for acts negatively affecting the organization or its members, with decisions made by the Clubs & Societies Department and Committee.

## **13. EXCEPTIONS**

- 13.1 Documented exceptions to procedures must be reviewed and approved by the Clubs & Societies Department and Committee.

## **14. RELATED POLICIES, PROCEDURES & DIRECTIVES**

- Not-For-Profit Corporations Act
- The Ontario Human Rights Code
- Ontario Tech University Student Code of Conduct
- Ontario Tech University Booking & Use of University Space Policy
- Policy on the Recognition of Student Organizations
- OTSU General Bylaws
- Clubs & Societies Policy
- Clubs & Societies Sanction Procedure