



SOCIETIES OPERATING POLICY

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

1. PURPOSE

Societies Operating Policy to outline the guidelines and procedures for the establishment, operation, and dissolution of student societies affiliated with the Ontario Tech Student Union (OTSU). This policy aims to promote inclusivity, diversity, and the well-being of all members while fostering a vibrant and engaging campus community.

2. ESTABLISHMENT OF SOCIETIES

- 2.1 Any group of Ontario Tech students affiliated with a faculty.
- 2.2 The society must submit a written constitution outlining its purpose, goals, membership criteria, and organizational structure.
- 2.3 Applications for society establishment are reviewed by the OTSU executive team, and approval is granted based on alignment with the union's values and objectives.

3. SOCIETY RESPONSIBILITIES

- 3.1 Societies must adhere to all policies, procedures, and regulations set forth by OTSU and Ontario Tech University.
- 3.2 Societies are responsible for maintaining accurate records of membership, finances, and activities.
- 3.3 Societies must appoint a designated representative who will serve as the main point of contact between the society and OTSU.

4. FUNDING AND RESOURCES

- 4.1 OTSU will facilitate the funding, resources, and support to affiliated societies to facilitate their activities and events.
- 4.2 Societies must submit budget proposals outlining their funding needs for approval by the OTSU executive team.
- 4.3 Funding allocated to societies must be used for purposes outlined in their approved budget and in accordance with OTSU financial policies.

5. EVENTS AND ACTIVITIES

- 5.1 Societies are encouraged to organize events and activities that contribute positively to the campus community.
- 5.2 Events organized by societies must comply with university policies and procedures, including those related to health and safety, security, and risk management.
- 5.3 Societies are responsible for promoting inclusivity and diversity in their events and ensuring they are accessible to all members of the Ontario Tech community.

6. DISSOLUTION OF SOCIETIES

- 6.1 Societies may be dissolved voluntarily by a majority vote of their members or involuntarily by the OTSU executive team in cases of non-compliance with policies or failure to fulfill obligations.
- 6.2 OTSU will collaborate with the relevant faculty to ensure a smooth transition during the dissolution process.
- 6.3 Upon dissolution, any remaining funds and assets belonging to the society will be transferred to OTSU for reallocation to other student initiatives related to their faculties.

7. AMENDMENTS TO POLICY

- 7.1 Amendments to the Societies Operating Policy may be proposed by the OTSU executive team or by affiliated societies.
- 7.2 Proposed amendments must be presented at a general meeting of OTSU for discussion and approval by a majority vote of the members present.

8. ENFORCEMENT

- 8.1 OTSU reserves the right to enforce this policy and take appropriate action in cases of non-compliance by affiliated societies.
- 8.2 Any disputes or grievances related to the interpretation or application of this policy will be addressed through the established dispute resolution mechanisms of OTSU.

9. REVIEW AND EVALUATION

- 9.1 This policy will be reviewed annually by the OTSU executive team to ensure its effectiveness and relevance to the evolving needs of the student body.
- 9.2 Feedback from affiliated societies and the broader Ontario Tech community will be considered in the review process to inform any necessary revisions or updates.

10. RELEVANT POLICY AND PROCEDURE:

- Clubs & Societies Policy
- Clubs & Societies Sanctions Procedure
- Societies Procedure
- OTSU Bylaws