![Ontario Tech Student Union logo]

SOCIETIES POLICY & PROCEDURE

PROCEDURE TYPE	OPERATIONS
APPROVING AUTHORITY	ONTARIO TECH STUDENT UNION BOARD OF DIRECTORS
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1. INTRODUCTION AND SCOPE

1.1 INTRODUCTION

The Ontario Tech Student Union (OTSU) supports the creation and operation of Student Union Societies as an essential part of student life. These student-led groups play a vital role in enriching the campus experience by fostering environments where students can build community, explore shared interests, and grow as leaders. Through their efforts, Societies contribute to the OTSU's mission of supporting student voice, value, and vision.

Student Union Societies promote engagement through social, cultural, educational, and philanthropic activities that reflect the diversity and interests of the student body. The OTSU recognizes and encourages these contributions and is committed to providing the structural and administrative support required for their success.

1.2 SCOPE

This manual outlines the official policies and procedures governing the operation, ratification, funding, and expectations of OTSU-recognized Societies. It serves as a comprehensive guide for society executives, members, and prospective student leaders to ensure accountability, transparency, and inclusive excellence within the Ontario Tech student community. The Student Union retains the right to modify or update any information in these procedures without prior notification.

1.3 DEFINITIONS

For the purpose of this manual, the following definitions apply:

"Account"
Refers to the account provided to all societies by the Student Union for financial transactions.

"AGM (Annual General Meeting)"
Refers to a yearly meeting of members hosted by either the Student Union or a Society.

"Applicant"
Refers to an individual from a ratified OTSU Society seeking to use University Space. The Applicant is leading the planning and implementation of an Event and is considered a University Member who is:

· An executive member of a ratified OTSU Society; or

· A general member of a ratified OTSU Society.

"Campus"
Refers to the physical north and south locations of Ontario Tech University.

"Clubs & Societies Department"
Refers to the department responsible for the governance and support of ratified Clubs and Societies. Components include:

- Clubs & Societies Committee
- Vice President Student Life
- Member Engagement Manager
- Member Engagement Coordinator

"Event"
Refers to any short-term organized activity, meeting, display, or form of public address by a User within or on University space.

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

"Executive Training"
Refers to mandatory training for all society executives. Failure to complete this without prior communication with the Clubs & Societies Department may result in sanctions.

"External Organization or User"
Refers to a person or organization that is not considered a University member.

"External Service Provider"
Refers to any organization providing goods and/or services. This includes but is not limited to catering, equipment rentals, photography, animal therapy, décor, and transportation.

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

"Ledger"
Refers to account summaries provided by the Finance Generalist, used to verify budget details like grant funding, account funding, and sponsorships over the fiscal year.

"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. This person ensures society policies are followed and exceptions are documented and approved. In their absence, the Manager of Student Engagement assumes this responsibility.

"OTSU or Student Union"
Refers to the Ontario Tech Student Union.

"Quorum"
Refers to the minimum number of members required for a meeting to be valid. Requirement: Fifty percent (50%) plus one (+1).

"Ratification"
Refers to the formal recognition of a Society by the Student Union, granted through approval from the Clubs & Societies Department and verification by the Clubs & Societies Committee.

"Ratified Club or Society"
Refers to a voluntary student group that has completed the ratification process and has been approved and verified by the Clubs & Societies Committee.

"Risk"
Refers to the assessment and management of physical, financial, and organizational risks, including measures to minimize their impact.

"Society Event"
Refers to a gathering open to all Ontario Tech students, organized by a ratified Society.

"Society Executives"
Refers to students who voluntarily manage Society activities. Eligibility: must be full-time students in the respective faculty and elected through OTSU Society Elections.

"Society General Members"
Refers to students who join and participate in Society affairs. Eligibility: must be enrolled at Ontario Tech University, have paid ancillary fees, and be full-time students in the faculty their society represents.

"Space"
Refers to any location owned, leased, rented, or otherwise occupied by the University and made available for temporary use.

"Student Union Societies"
Refers to 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.

"University Member"
Refers to any individual who is:

- Employed by the University;

- Registered as a student, in accordance with the academic regulations;

- Holding an appointment with the University, including paid, unpaid, or honorific appointments; or

- Otherwise subject to University policies due to specific policy requirements or contractual terms.

2.   SOCIETY RECOGNITION AND GOVERNANCE

This section outlines the overarching policies and procedures that govern societies at Ontario Tech University, including foundational expectations, society formation (ratification), and ongoing verified society responsibilities.

2.1   GENERAL SOCIETY GOVERNANCE
The Ontario Tech Student Union recognizes student-led societies affiliated with faculties to promote engagement, leadership, and community-building within academic departments. These societies are governed by specific policies and procedures to ensure alignment with the Student Union's mission and values.

2.1.1 Policy: Establishment of Societies
To establish a society:

- Societies are made up of Ontario Tech University students who are affiliated with a respected faculty. These groups have been established and hold a historical stance.

- Societies must represent academic or faculty - based interests and operate under the jurisdiction of the corresponding faculty and the OTSU.

- Societies must submit a written constitution that outlines their purpose, goals, membership criteria, and organizational structure annually.
- Applications are reviewed by the Clubs & Societies Department and Committee and approved based on alignment with the Student Union's values and objectives.

2.1.2 Policy: General Society Conduct

This policy outlines the expectations and standards of conduct for all recognized Societies under the Ontario Tech Student Union (OTSU). Societies are expected to operate with integrity, transparency, and accountability while aligning with the values and regulations of OTSU, Ontario Tech University, and applicable laws.

2.1.2 Procedure: Demonstrating Correct Conduct

- **Compliance:** Societies must adhere to all OTSU policies, Ontario Tech University regulations, and Canadian laws.
- **Training:** Society executives must complete all mandatory training as directed by OTSU.
- **Documentation:** Maintain / provide access to records including asset inventories, budgets, and meeting minutes.
- **AGM Attendance:** At least two representatives must attend the OTSU Annual General Meeting.
- **Constitution:** A constitution must be submitted during ratification and may not override OTSU or legal policies.
- **Non-Commercial Focus:** Activities must serve educational, professional, or social purposes–not for profit.
- **Legal Documents:** Only OTSU signing authorities may sign contracts or agreements on behalf of Societies.
- **Financial Management:** Societies must manage funds in accordance with OTSU financial procedures.
- **Event Planning:** Events must reflect the Society's objectives and follow OTSU event guidelines.
- **Communication:** Maintain open, clear, and regular communication with members.
- **Conflict Resolution:** Attempt to resolve internal issues; unresolved conflicts must be reported to OTSU.
- **Member Conduct:** Members must uphold respectful, professional conduct at all times.
- **Good Standing:** Continued access to OTSU privileges and funding is dependent on full policy compliance.

2.1.3 Policy: Society Eligibility

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

- **Good Standing:** Returning societies must be in good standing, with no outstanding sanctions or disciplinary issues from the previous year.
- **Demonstrated Value:** Societies seeking re-ratification must show they provided value to the student body through past initiatives and activities.
- **Value Proposition:** All Societies must clearly outline how they plan to bring value to the student experience through their goals, events, and engagement strategies.
- **Open Membership:** Societies must be open to all students who belong to that respected faculty. No society may impose restrictions or barriers to membership based on program, background, or other criteria.

2.2 SOCIETY RATIFICATION PROCESS

2.2.1 Policy: Ratification Eligibility and Requirements

To be eligible for ratification, a society must:

- Have all executives be registered Ontario Tech students who have paid the Clubs & Societies fees in full.
- Ensure that the society's mandate does not endorse activities that violate OTSU or university policies or applicable laws.
- Open membership to all Ontario Tech University students who belong to the respected faculty and have paid the Clubs & Societies fees.

- Restrict executive positions to eligible students (with optional limit of 2 executive roles per student).
- Not allow OTSU staff, faculty, or officers to hold executive roles or be members (The Board of Directors may be executives but will not be granted signing authority).
- Be required to host at least 2 events per semester, including 1 per year that benefits the student body as a whole.

2.2.2 Policy: Re-Ratification of Established Societies

Societies must submit a re-ratification package each year in order to be officially ratified with the OTSU.

2.2.2 Procedure: Applying for Re-Ratification Approval

Societies must submit a Re-Ratification Package online by September 30th, including:

- General society email address
- Mission Statement outlining goals, objectives, and unique purpose
- Community impact statement describing intended initiatives
- A Constitution defining the roles and responsibilities of a society must be included with the Society Ratification Package
- A list of 4 events from the previous academic year (1 must benefit the student body as a whole)
- A minimum of 4 planned events, excluding general meetings (1 must benefit the student body as a whole)
- A projected budget
- Minimum 4 executives (President, VP Events, VP Communications, VP Finance)
- Minimum 10 general members (excluding executives)

Account Balances:

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

2.3 EXPECTATIONS FOR VERIFIED SOCIETIES

2.3.1 Policy: Society Involvement
To maintain active status and good standing, Societies are expected to demonstrate consistent involvement and engagement with the student community:

- **Minimum Activity Requirement:** All ratified Societies must hold a minimum of two events per semester. These events can include academic, social, cultural, or community-based initiatives that align with the Society's mandate and enhance the student experience.
- **Ongoing Engagement:** Societies must maintain a visible presence on campus or online through programming, collaborations, or outreach. Inactivity may result in suspension or denial of future ratification.
- **Open and Inclusive Participation:** All events must be open to the broader student body and designed to be inclusive and accessible.
- **Value Alignment:** Society activities must align with their stated purpose and demonstrate how they contribute to a vibrant and diverse campus life.

2.3.1 Procedure: Good Standing Criteria
To remain in good standing, Societies must:

- Complete at least 2 events per semester
- Complete mandatory society training

- Submit a General Member List by March 31st
- Send 2 executive members to the OTSU AGM
- Reply to communications from the Student Union in a timely manner
- Submit required event forms and documentation
- Comply with the Societies Policy & Procedure, Societies Financial Procedure, and OTSU Bylaws

2.3.2 Policy: Annual Society Reflection and Inventory Reporting

To support ongoing society development, promote transparency, and ensure the effective use of student resources, all ratified Societies are required to submit an Annual Society Reflection Form and Inventory Report at the end of each academic year.

2.3.2 Procedure: Submission Requirements

Annual Society Reflection Form (Due April 30th):

- Summary of events, initiatives, and meetings held throughout the year
- Attendance data and general membership trends
- A self-assessment of the society's success in meeting its mission or mandate
- Notable achievements, challenges, and lessons learned
- Planned goals or improvements for the upcoming year

Inventory Report Form (Due April 30th):

- List of all merchandise and prize items currently in the society's possession
- All society merchandise must be surrendered to the OTSU for holding over the summer
- Items will be returned at the beginning of the next school year
- Inventory must be submitted to the Financial Controller

Submission Notes:

- Forms must be submitted by the President or another executive member
- Should reflect input from the full executive team
- Must be shared with the incoming executive team for continuity

3. SOCIETY MEMBERSHIP, ELIGIBILITY, AND INVOLVEMENT

This section defines who can participate in societies, outlines the standards for general and executive members, and sets expectations for student engagement and recognition.

3.1 MEMBERSHIP ELIGIBILITY AND RESTRICTIONS

3.1.1 Policy: Society Membership

- **Eligibility:** Only Ontario Tech University students who are enrolled in the respective faculty the Society represents.(Executive membership is restricted to students who have paid all applicable fees.)
- **Fees:** Societies can charge levy fees, applied to tuition accounts.
- **Restrictions:** OTSU staff, officers, and faculty may not be society members or executives.

3.1 Procedure: Membership Requests and Fees

- Societies may formally request approval from the Clubs & Societies Department to implement a member-

ship fee (optional, not automatic). Approval of request will be granted on a case-by-case basis and must show direct value to the society initiative.

- Membership is otherwise free and open to all eligible students.

3.2   MEMBER ROLES AND RECOGNITION

3.2.1 Policy: General Member Definition and Responsibilities

A General Member:

- Is a non-executive student who voluntarily participates in society activities.
- Attends and engages in events, social, educational, and recreational opportunities.
- Does not hold decision-making authority.
- Is not eligible for Student Experience Record (SER) recognition unless they take on additional responsibilities beyond their role.

3.2.1 Procedure: General Member SER Recognition

- General members who contribute significantly beyond expected participation can submit an Involvement Form.
- This form must be:

  - Approved by the Society President
  - Submitted to the Member Engagement Coordinator by March 31st

3.2.2 Policy: Executive Member Eligibility and Structure

Every society must have a minimum of the following four executive positions:

(i)   President

(ii)   Vice President of Finance

(iii) Vice President of Events

(iv) Vice President of Communications

Societies can designate additional internal titles (up to 15 total) for executives, ensuring the formal roles are filled.

Additional executive roles must directly relate to the societies initiative and are approved by the Clubs & Societies Department.

Executive members:

- Must be current Ontario Tech University students who are enrolled in the respective faculty the Society represents.
- Must be elected through the official OTSU Society Elections process
- Must attend mandatory meetings and complete training presented by the OTSU to receive signing authority
- Failure to complete training may result in sanctions, including loss of ratification status
- Can list their executive role on their Student Experience Record
- Cannot change or update their role after March 31st of the fiscal year
- OTSU staff, officers, and faculty cannot be society executives or have signing authority

3.2.2 Procedure: Executive Training and Responsibilities

Executives must:

- Attend all mandatory meetings and training sessions
- Submit the required Print Media Approval Form before postering
- Adhere to the mandate on which their society was ratified
- Complete all training and pass the quiz to receive signing authority
- Remain in active communication with the Student Union

3.2.3 Procedure: Executive Role Descriptions and Expectations

President:

- Acts as society leader and Student Union liaison
- Oversees society operations and executive team
- Chairs meetings and ensures policy compliance
- Submits mandatory reports and involvement records
- Attends the monthly Society President meeting or sends a delegate on their behalf

VP Finance:

- Manages budget and financial records
- Responsible for the tracking and reporting of society inventory and assets.
- Handles transactions, reimbursements, and funding requests
- Ensures financial transparency and accountability

VP Communications:

- Manages all internal and external messaging
- Promotes events and updates membership
- Oversees social media and branding

VP Events:

- Coordinates all event logistics and planning
- Submits event forms on time
- Collaborates with VP Finance and Communications for execution

Additional executive positions (up to 15 total) may be added with clear purpose and approval.

4. SOCIETY EXECUTIVE CONDUCT AND OPERATIONAL STANDARDS

This section outlines the expected conduct, leadership responsibilities, and governance requirements for OTSU Society Executives. It includes training obligations, communication standards, operational transparency, internal conflict processes, digital responsibilities, and adherence to all relevant OTSU policies and procedures.

4.1 EXECUTIVE CONDUCT EXPECTATIONS

4.1.1 Policy: Executive Leadership and Accountability
Society Executives are entrusted with the leadership and day-to-day operations of their ratified Society. As such,

they are accountable for adhering to all applicable OTSU, University, and legal policies and procedures.

Key responsibilities include:

- Upholding the Society's ratified constitution and mandate
- Attending or delegating attendance to all mandatory meetings organized by the Clubs & Societies Department

    ○ Society Presidents are expected to attend the monthly Presidential meeting

- Completing all mandatory training sessions
- Responding to OTSU communications and directives in a timely and respectful manner
- Ensuring all events, services, and materials meet OTSU approval standards (e.g., Print Media Approval Form)
- Submitting all required documentation, including:

    ○ Financial records
    ○ Election results
    ○ Transition and operational documents
    ○ Asset tracking and inventory

- Hosting executive elections through the Clubs & Societies Department in accordance with approved procedures
- Maintaining inclusive, ethical, and legal operations
- Disclosing any affiliations or partnerships with external (on- or off-campus) organizations

Note: Society Executives do not have the authority to discipline or remove other Executives unilaterally. Formal concerns must follow OTSU's official escalation process.

4.1.1 Policy: Executive Conduct Standards

Executives must:

- Ensure full compliance with all OTSU and University operational, procedural, and governance standards
- Complete Society training and maintain their roles in accordance with all related policies
- Document and maintain all operational activity including:

    ○ Financial activity (budgets, expenses, reimbursements)
    ○ Executive elections or appointments
    ○ Annual transition planning and materials
    ○ Constitution amendments and Society meeting notes
    ○ Society-owned assets or materials

- Attend the Annual General Meeting (AGM). Each society is required to send a minimum of 2 executive members to attend the OTSU AGM.
- Submit accurate and timely executive role data (no changes allowed after March 31st)
- Submit elections and vacancy appointments through the Clubs & Societies Department
- Ensure constitution amendments are approved by the Clubs & Societies Committee
- Report all Society activity transparently and truthfully
- Maintain a current and accurate digital presence

Prohibited Activities

Societies and their Executives are strictly prohibited from:

- Operating primarily as a commercial organization or seeking profit for private benefit
- Providing goods or services for profit unless proceeds are directed to the Society's approved purpose or a registered charity
- Paying Executives or members except for approved reimbursement of Society-related expenses
- Signing contracts, rental agreements, or financial commitments without OTSU approval
- Awarding prizes, raffle items, or competition winnings to any of their own Executive team at Society-hosted events
- Limiting membership based on program, year of study, identity, or other exclusive criteria – all Ontario Tech University students who pay the ancillary Society fee are eligible members

4.2 EXECUTIVE ACCOUNTABILITY AND CONFLICT MANAGEMENT

4.2.1 Policy: Accountability and Conflict Resolution

Status as a Society, Executive, or General Member is a privilege, not a right. OTSU does not censor the philosophy, beliefs, or interests of a Society – unless those result in illegal activity, policy violations, or infringement on others' rights.

Society Executives do not have the authority to remove or discipline fellow executives unilaterally. Any concerns regarding executive performance, behavior, or internal conflict must follow the official Clubs & Societies conflict resolution process.

Internal conflicts between Executives must be:

- Submitted via formal email to the Clubs & Societies Department
- Escalated through the Clubs & Societies Committee if unresolved

4.2.1 Procedure: Conflict Escalation Process

Step 1: Concerns or violations must be submitted in writing by email to the Clubs & Societies Department

Step 2: If unresolved, the matter may be escalated to the Clubs & Societies Committee using the Sanctions Form

Step 3: A case-by-case review will be conducted. If a violation is confirmed, appropriate sanctions may follow as per the Sanction Procedure

4.3 COMMUNICATION AND COLLABORATION STANDARDS

4.3.1 Policy: Communication Standards

Society executives must maintain open, timely, inclusive and respectful communication with:

- Society members
- The Clubs & Societies Department
- OTSU VP Student Life
- The wider student community
- Responsible, respectful use of approved digital platforms

Each Society must utilize a minimum of two (2) active communication platforms:

- A designated Society email address
- A public-facing social media platform

All digital communication should align with OTSU values and be free from discrimination, harassment, or misinformation.

4.3.1 Procedure: Digital Communication Requirements

Executives must:

- Respond to emails and inquiries from members and the OTSU in a timely manner
- Ensure their OTSU Society profile and related digital platforms are accurate and up to date
- Post regularly on their platforms to ensure member engagement and visibility
- Use only appropriate and professional language, tone, and branding

4.3.2 Procedure: Post-Ratification Digital Submission

- Within ten (10) business days of receiving Society ratification, all executive teams must complete the Post-Ratification Digital Information Form provided by the Clubs & Societies Department.
- Failure to submit this form or maintain an active digital presence may result in sanctions or the Society being placed on probationary status.
- Executives are responsible for keeping digital content current and relevant.

4.4   COLLABORATION WITH OTHER CLUBS OR SOCIETIES

4.4.1 Policy: Fair Play and Inter-Club and Society Collaboration

Purpose:

To foster a respectful, collaborative, and resource-efficient student community, the Ontario Tech Student Union (OTSU) encourages all registered societies to operate with integrity, mutual respect, and a shared commitment to building a vibrant campus culture. This policy aims to reduce unnecessary duplication, promote meaningful partnerships, and ensure fair recognition of creative and organizational contributions.

1. Respect for Each Other's Work

- Societies must honour the intellectual and creative contributions of others.
- Reusing or replicating another group's ideas, initiatives, or events without proper credit or collaboration is discouraged.
- Societies are encouraged to communicate openly and seek collaboration when building on existing concepts.

2. Handling Conflict and Disputes

- The OTSU does not intervene in internal or interpersonal conflicts unless they involve harassment, discrimination, or violations of student conduct or equity policies.
- Societies are expected to resolve disagreements respectfully and professionally.

3. Independent, Not Isolated

- Societies are expected to operate independently, but are encouraged to seek guidance and support from the OTSU or the VP Student Life when needed, including for conflict prevention, collaborative initiatives, and governance issues.

4. Community over Competition

- OTSU strongly promotes inter-society partnerships to maximize student engagement and minimize duplication of efforts.
- Societies that consistently disregard community-building practices may be subject to review.

4.4.1 Procedure: Inter-Society Communications

1. Collaboration Expectations

- Existing societies may be encouraged or required to collaborate with others–particularly for events with similar goals, target audiences, or themes.
- Co-hosting events, joint campaigns, shared advocacy, and cross-promotion of initiatives are all encouraged forms of collaboration.

2. Event Approvals

- When societies submit similar or overlapping event proposals, OTSU may recommend a joint event or cross-promotion to maximize participation and resources.
- Approval may be contingent on demonstrated efforts to collaborate when appropriate.

3. Support Resources

- Societies may request support from OTSU or the VP Student Life in areas such as conflict resolution, partnership building, event coordination, and constitutional guidance.

4.5   SOCIETY CONSTITUTIONS AND DOCUMENTATION

4.5.1 Policy: Society Constitutions

Societies must submit a Constitution as part of their Ratification Package.

- A Constitution defines roles, responsibilities, and governance procedures within the society.
- Constitutions are not valid if they conflict with OTSU or University policies, procedures, or bylaws.

4.5.1 Procedure: Constitution Submission and Use

An up-to-date Constitution (if created) must:

- Be included in the Ratification Package
- Be accessible by the Clubs & Societies Department
- Be posted on the OTSU website (if required)

4.5.2 Procedure: Society Constitution

Purpose:

To ensure all ratified Societies maintain a current, transparent, and democratic governing document that outlines operational standards, rights, and responsibilities in alignment with OTSU policies.

Constitution Requirements:

All Society constitutions must include the following sections:

(i)   Name and Purpose

(ii)   Membership and Fees or Levies

(iii) Membership Rights

(iv)   Executive Committee

(v)   Executive Duties and Obligations

(vi)   Elections

○   Applying for a Position

○   Hiring Process for Vacant Positions

(vii) Finances

(viii) Meetings

(ix)   Termination of Membership

(x)   Amendments

Each section must clearly define the procedures, responsibilities, and governing rules applicable to the Society and its members.

Development and Submission:

- The constitution must be submitted during ratification or re-ratification and reviewed by the Clubs & Societies Department.
- Constitutions must be approved by the Clubs & Societies Committee before becoming valid.

Constitution Validity:

- Constitutions are valid only for the academic year they are submitted and approved.
- Societies must re-submit their constitution annually during ratification.
- Failure to maintain or submit an updated constitution may impact the Society's ratification status or eligibility for funding and resources.

5.   SOCIETY EVENTS AND RISK MANAGEMENT

This section establishes the standards and approval process for society events, including required documentation, timelines, classification levels, risk assessment, and how to engage with external guests or organizations.

5.1   GENERAL EVENT REQUIREMENTS

To ensure active engagement and contribution to campus life by requiring Societies to meet a standard for all ratified Societies. These requirements ensure that Societies remain visible, active and align with the values of student involvement.

5.1.1 Policy: Minimum Involvement Requirements

- All ratified Societies must hold a minimum of two (2) events per semester
- Four (4) events per academic year, including:

○   One (1) that benefits the student body as a whole, such as advocacy or volunteering

- Events must:

○   Align with the society's mandate

○   Be open, inclusive, and accessible to the general student body

○ Not included: internal-only meetings as eligible events

- Societies must demonstrate ongoing engagement on campus and online

5.1.1 Procedure: Event Compliance and Monitoring

- A semesterly review will assess each society's compliance.
- Societies at risk of not meeting requirements will receive early warnings.
- Societies inactive during the Fall semester may lose grant funding for Winter unless they:

  ○ Submit an appeal explaining inactivity
  ○ Have that appeal approved by the Clubs & Societies Committee

- Appeals must be submitted within 10 business days of funding removal notice.

5.2   EVENT APPROVAL AND CLASSIFICATION

5.2.1 Policy: Event Approval Requirements

Recognized societies must submit a detailed Event Form and receive approval from OTSU before hosting any event. Hosting events without formal approval or failing to follow the correct procedure may result in disciplinary sanctions, including event cancellation, loss of booking privileges, or restrictions on future event submissions.

5.2.1 Procedure: Event Submission and Risk Classification

Events must be submitted using the designated online Event Forms, including all required information within the allocated approval timelines.

Approval and confirmation will be provided to the society via email communication.

There are **three event levels** based on risk and complexity:

Level 1 Events – Minimal Risk

Applicable to:
Recognized societies hosting on-campus, small-scale internal events for Ontario Tech University students.

Definition:
Level 1 events are *minimal risk* and may be approved internally by OTSU staff. They are small-scale, on-campus activities organized by recognized societies, limited to Ontario Tech University students with fewer than 100 participants expected. No external guests may participate.

Permitted Activities Include:

- General society meetings
- Social events
- Study sessions, arts & crafts, movie showings, game nights
- Bake sales or food-related fundraisers intended for internal society use only (not benefiting external charities)
- Events may involve the sale or distribution of food or refreshments only. No non-food items may be sold.

Additional Requirements:

- All food sales must comply with the OTU Bake Sale Guidelines.
- All funds must be collected using the OTSU Square platform.

Level 1 Events Permitted:

- Meetings: General society or executive meetings
- Social Mixers: Coffee chats, hangouts, celebrations
- Interactive Activities: Game night, karaoke night, movie night
- Creative & DIY: Craft night, bracelet making
- Intellectual: Skill share, academia-related, debates & discussions

Level 2 Events – Moderate Risk

Applicable to:
Recognized societies hosting large-scale, on-campus events for Ontario Tech University students.

Definition:
Level 2 events are moderate risk and require formal approval from both OTSU and Ontario Tech University's Risk Management Department.

These events are defined by the following characteristics:

- Hosted on-campus only
- Attendance strictly limited to current Ontario Tech University students
- Expected attendance is greater than 100 and not exceeding 200 students
- Organized by a recognized society
- External guests may only participate as speakers, judges, or performers, with prior approval and documentation. General external attendees or spectators are not permitted.

Submission Timeline:

- All documentation must be submitted to OTSU at least 20 business days prior to the scheduled event date. This timeline includes:
- 10 business days for internal OTSU review, including risk assessment and preparation of documentation for university review
- 10 business days for the Ontario Tech University Risk Management Department to review and respond to the submitted details.
- Late submissions may result in delays or event cancellation.

Required Documentation Checklist:
General Event Requirements (Applicable to All Level 2 Events)

REQUIREMENT	DESCRIPTION
Event Submission Form	Fully completed form outlining event details
Emergency Management Plan	Plan addressing risks, emergency contacts, and response procedures
Square Sales Information	List of items or tickets sold via the OTSU Square platform (if applicable)
Charitable Donation Info	Charity name and registration number for fundraising events
Merchandise List	Inventory of items to be sold or distributed in line with OTSU Merchandise Guidelines

External Guest Requirements (if applicable):

REQUIREMENT	DESCRIPTION
External Guest Profile	Bio, resume, or LinkedIn profile for all non-student speakers, judges, or performers
Certificate of Insurance (COI)	Proof of at least $2 million liability insurance
Speaker or Vendor Contract	Signed contracts for all guest speakers and service providers
Indemnification Form	Signed OTSU form for all external guests

Permitted Activities:
The following activities are permitted under Level 2, provided all documentation and approvals are secured.

ACTIVITY	CONDITIONS
Guest Speakers	Permitted with prior approval and documentation
Sale or Distribution of Merchandise	Permitted in line with OTSU Guidelines
Religious or Cultural Celebrations	Permitted for students only
Educational Competitions	Permitted; external judges require approval
Charitable Fundraisers	Must benefit a registered Canadian charity
Social Gatherings	On-campus only; max 200 attendees
Food Sales	Permitted per OTU Bake Sale Guidelines

Prohibited Activities:

- Off-campus events

- Attendance by external guests not serving a formal function

- Events exceeding 200 attendees

- Activities violating OTSU or university policies

Level 3 Events – Significant Risk

Applicable to:
Recognized societies hosting large-scale, high-impact events either on-campus or off-campus involving external guests or attendance exceeding 200 individuals.

(A) On-Campus Events

Definition:
Level 3 on-campus events are considered significant risk and require formal approval from OTSU, Ontario Tech University's Risk Management Department, and coordination with relevant university departments (Facilities, Security, Health & Safety).

Characteristics:

- Hosted on Ontario Tech University property

- Attendance exceeds 200 individuals

- May involve multiple external guest speakers, judges or performers

- Organized by a recognized society

- Requires collaboration with university services and adherence to institutional protocols

Submission Timeline:
Event proposals must be submitted to OTSU at least 45 business days prior to the scheduled event date:

- 10 business days for OTSU internal review and risk assessment

- 35 business days for coordination with Risk Management and campus service departments

- Late submissions will not be accepted

Required Documentation Checklist:
(See table in previous section - all requirements remain the same as for on-campus Level 3 events, plus the following additions):

REQUIREMENT	DESCRIPTION
Event Submission Form	Fully completed form outlining event details
Emergency Management Plan	Plan addressing risks, emergency contacts, and response procedures
Security Plan	A security and crowd control plan coordinated with Campus Safety
Square Sales Information	List of items or tickets sold via the OTSU Square platform (if applicable)
Charitable Donation Info	Charity name and registration number for fundraising events
Merchandise List	Inventory of items to be sold or distributed in line with OTSU Merchandise Guidelines

External Guest Requirements:
Required for each speaker, judge, or performer.

REQUIREMENT	DESCRIPTION
External Guest Profile	Bio, resume, or LinkedIn profile for all non-student speakers, judges, or performers
Certificate of Insurance (COI)	Proof of at least $2 million liability insurance
Speaker or Vendor Contract	Signed contracts for all guest speakers and service providers
Indemnification Form	Completed and signed OTSU form for all external guests

Permitted Activities:
The following activities are permitted under Level3 with prior approval and full documentation.

ACTIVITY	CONDITIONS
Multi-Speaker Panels	With full documentation and coordination
High-Attendance Celebrations	With approved safety plans
Cultural Festivals	With controlled logistics
Fundraising Galas	Must benefit a registered Canadian charity
Performances or Competitions	With contracts and COIs for participants

(B) Off-Campus Events

Definition:
Level 3 off-campus events are high-risk and require approval from OTSU. These events involve venues not operated by Ontario Tech University and require coordination to ensure proper insurance, safety, and compliance with third-party requirements.

Characteristics:

- Hosted off-campus at a non-university venue

- Organized by a recognized society
- Attendance may exceed 200 individuals
- May involve third-party vendors (e.g., DJs, catering)

Submission Timeline:

- Event documentation must be submitted to OTSU at least 45 business days in advance. This allows for:

  ○ 10 business days for internal OTSU risk assessment and documentation review
  ○ 35 business days for venue coordination and planning, including insurance and security logistics

- Late submissions will not be accepted

Required Documentation:

REQUIREMENT	DESCRIPTION
Event Submission Form	Includes full event details, venue, and itinerary
Venue Contract	Signed third-party venue agreement
Certificate of Insurance (COI)	Proof of $5 million insurance naming OTSU and Ontario Tech as additional insured
Indemnification Forms	Required for all vendors (DJs, caterers, etc.)
Security Plan	Created in collaboration with OTSU to address entry control, crowd management and emergency response plan
Square Sales Information	All sales processed through OTSU Square

Permitted Activities:

ACTIVITY	CONDITIONS
Banquets or Galas	Permitted with venue compliance and full documentation (insurance & contracts)
Off-Campus Socials	Permitted with verified vendor insurance and security plan
Fundraisers	Permitted if linked to a registered Canadian charity and compliant with local bylaws
Performances or Shows	Permitted with external vendor indemnification and security planning

Prohibited Activities:

- The following are not permitted under Level 3 event classification:

  ○ Events without a venue contract or appropriate insurance
  ○ External vendors participating without signed indemnification forms
  ○ Events in venues that do not meet safety or accessibility standards

- Events that do not comply with crowd capacity or safety guidelines
- Participation by external guests without approved documentation
- Activities that violate OTSU or university policies

5.2.2 Procedure: Event Audience Limitations
Societies may only host on-campus events for the internal university community. This includes current Ontario Tech University and Durham College students and staff, as well as a limited number of approved external guests such as speakers, judges, or performers.

At this time, student societies are not permitted to host on-campus events that are open to the general public or that involve external attendees outside of formal speaking or performance roles.

If a society is interested in planning an event for a broader external audience (e.g., community-wide, alumni, or public-facing initiatives), they must contact Ontario Tech's Conference Services team. Conference Services handles bookings for public events and can provide guidance on appropriate procedures, insurance requirements, and space reservations.

5.2.3 Procedure: Insurance and Liability

- All external vendors must submit a Certificate of Insurance (COI) with at least $5 million in liability
- Events serving alcohol or occurring off-campus must carry third-party insurance of at least $5 million

5.3 RISK ASSESSMENT AND MANAGEMENT

5.3.1 Policy: Event Risk and Safety Standards
The OTSU reserves the right to deny or cancel events based on submitted details, risk, safety, or insurance issues.

5.3.1 Procedure: Risk Assessment Review

- The Clubs & Societies Department and the Universities Risk Department will evaluate risk based on the Event Form
- Societies may be asked to revise plans to meet safety or liability standards
- Failure to meet deadlines, submit forms, or respond to revisions may result in event denial

5.4 EXTERNAL GUESTS AND ORGANIZATIONS

5.4.1 Policy: External Guest Engagement
Societies may invite external organizations or speakers, provided the event aligns with university values, follows approval protocols and our external guest policy.

5.4.1 Procedure: External Guest Application Process
To host external guests:

- The society must submit an Event Form and an External Guest Indemnification Form at least

    - Level 2 - 20 business days in advance
    - Level 3 - 45 business days in advance

- Include speaker/guest name, background, purpose, event format, and any promotional materials

Review criteria include:

- Educational mission alignment
- Safety, accessibility, and crowd management
- Compliance with university and OTSU policies
- Space availability

5.4.2 Procedure: Event Responsibilities for External Engagements
Societies must:

- Ensure respectful behavior by attendees
- Report attendance figures and changes
- Notify OTSU of any changes to the guest, event, or format

- State clearly that guest views do not represent the university or OTSU

5.4.3 Procedure: OTSU External Guest Policy

Purpose:
This policy establishes clear guidelines for the invitation and hosting of external guests by OTSU ratified Societies on university property. It aims to support academic freedom, foster inclusive dialogue, and ensure that all events align with the Ontario Tech Student Union's (OTSU) commitment to educational enrichment, respectful engagement, and student safety.

Scope and Authority:
This policy applies to all OTSU-affiliated societies hosting events involving an External Organization or User in any university-owned, leased, or operated space.

It applies to Level 2 and 3 Events only – those involving external guests and presenting moderate to elevated risk.

Level 1 events, which involve only University Members and present low risk and are excluded from this policy.

Guiding Principles:
The OTSU affirms its commitment to:

- Viewpoint neutrality in reviewing speaker and guest invitations.
- Promoting diversity of opinion, cultural expression, and religious/philosophical pluralism.
- Upholding campus safety and compliance with laws and university regulations.
- Encouraging the open exchange of ideas that enrich student learning and community dialogue.

Policy:

1. Approval Requirements

- All External Guests must be sponsored by a ratified OTSU Society.
- The correct Event Form must be submitted within the allocated timeline prior to the proposed event.
- A completed External Guest Indemnification Form must accompany the submission and include:
- Guest's name and background
- Event purpose and format
- Promotional materials or planned marketing content
- Insurance requirements must be met

2. Review Criteria

The Clubs & Societies Department will evaluate the submission based on:

- Alignment with the university's educational mission and student development goals
- Space and resource availability
- Safety, accessibility, and crowd control planning
- Compliance with OTSU and University policies, as well as applicable laws Note: Guest viewpoints will not be grounds for approval or denial unless they contravene university policies, incite violence, or violate hate speech laws.

3. Denial and Appeals

- If denied, the Applicant will receive a written explanation.
- The Applicant may appeal within 5 business days with evidence of changes addressing the rationale for denial.

- Appeals will be reviewed by the Clubs & Societies Department, whose decision is final.

4. Funding and Resource Use

- OTSU funds earmarked for educational purposes may be used for events featuring External Guests only when:

  - The event has clearly defined learning objectives.
  - Attendance is open to the wider student body.

5. Event Responsibilities

The Ratified Society hosting an External Guest is responsible for:

- Maintaining respectful conduct among attendees
- Informing OTSU of:

  - Any material change in guest participation or event format
  - Updated attendance numbers

- Clearly stating (verbally or in promotional materials) that the views expressed by the guest do not represent OTSU or Ontario Tech University

5.4.4 Procedure: External Guest

Step 1: Submit Request

- Complete and submit the Event Form and External Guest Indemnification Form via the Clubs and Societies portal within the allocated timeline before the event.

Step 2: Await Review

- The Clubs & Societies Department and University Risk Management Department will review submissions based on the outlined criteria and may request clarification or modifications.

Step 3: Receive Approval or Denial

- Approved events may proceed with OTSU oversight.
- Denied events will receive rationale and an option to appeal within five (5) business days.

Step 4: Host Responsibly

- Societies must execute the event in accordance with the approved plans.
- Communicate any changes to the OTSU immediately.
- Monitor and manage guest and attendee behavior to ensure a safe and respectful event.

Campus Values and Expression Statement:
"The OTSU supports a campus environment where diverse ideas, including religious and philosophical beliefs, can be expressed, explored, and debated with civility and respect. This policy exists to protect, not restrict, the open exchange of viewpoints and to enrich the knowledge of our student community."

5.5   INSURANCE POLICY AND GUIDELINES

5.5.1 Policy: Event Audience Guidelines

- Societies may host on-campus events primarily for the internal university community – including current

Ontario Tech and Durham College students, staff, and faculty.

- Societies may invite a limited number of approved external guests such as speakers, judges, or performers.
- Events involving alumni or a larger external audience (e.g., public-facing panels, community invites) may be permitted but must be planned in collaboration with:
- The Ontario Tech Student Union (OTSU), and
- The relevant academic Faculty or university department.
- Societies cannot independently book or host open public events without this coordination. These events may also require additional planning, insurance, or space bookings through Conference Services.

5.5.2 Policy: Risk Review and Event Classification

- Societies must submit an Event Form for all activities.
- Events are classified into three levels based on risk, location, attendees, and content:

  - Level 1 (Minimal Risk): On-campus, internal audience only. No external guests or vendors.
  - Level 2 (Moderate Risk): Includes external guests, vendors, or interactive components.
  - Level 3 (Elevated Risk): Includes large audiences, controversial content, off-campus events, or high-profile guests.

- Events at Level 2 or 3 require review and approval from:

  - The OTSU Clubs & Societies Department, and
  - The University Risk Management Office.

5.5.3 Policy: Insurance and Liability

- External vendors must submit a Certificate of Insurance (COI) with a minimum of $5 million in general liability.
- Events that are off-campus or involve alcohol must also carry third-party liability insurance of at least $5 million and name both Ontario Tech University and OTSU as additionally insured.
- For certain external guests (e.g., performers, speakers), a $2 million minimum COI may apply – see Policy 5.5.4 for classifications.

5.5.4 Policy: External Guest Approval

To invite an external speaker, performer, or organization:

- Societies must submit the Event Form and the External Guest Indemnification Form:

  - Level 2 events: at least 20 business days in advance
  - Level 3 events: at least 45 business days in advance

Required details:

- Guest name, background, purpose, and role
- Event format and any promotional materials

If applicable, Certificate of Insurance Guest submissions are reviewed for:

- Educational value and alignment with university mission
- Safety, accessibility, and crowd management

- Compliance with OTSU and university policies
- Space and staffing availability

Guest viewpoint alone is not grounds for denial unless it violates university policy, hate speech laws, or safety standards.

6. SOCIETY PROMOTION, SOCIAL MEDIA, AND DIGITAL STANDARDS

This section outlines the policies and procedures surrounding the public communication, promotion, and online presence of OTSU-ratified Societies. It includes guidelines for digital accountability, content approval, and appropriate use of platforms.

6.1 DIGITAL PRESENCE AND COMMUNICATION CHANNELS

6.1.1 Policy: Digital Communication Requirements

All ratified Societies are required to:

- Maintain a public-facing digital presence
- Be accessible and responsive to Ontario Tech students and the OTSU
- Use a minimum of two communication channels:

  - One must be an official email account
  - The second may be any approved social media platform

6.1.1 Procedure: Communication Commitment

- Society executives must actively monitor and respond to inquiries via their digital platforms.
- Communication must be professional, respectful, and aligned with OTSU values.
- Societies failing to respond or maintain communication may face review or sanction.

6.1.2 Procedure: Post-Ratification Digital Submission

- Within 10 business days of ratification approval, Societies must complete and submit the Post-Ratification Digital Information Form to the Member Engagement Coordinator.
- This form confirms:

  - Society email
  - Official social media handles
  - Updated profile for the OTSU website

- Executives are responsible for ensuring all online society information remains current and accurate.

6.2 EVENT PROMOTION AND PRINT MEDIA

6.2.1 Policy: Print Media Guidelines
To maintain respectful and inclusive campus advertising, all physical promotional materials must adhere to the university's and OTSU's standards.

6.2.1 Procedure: Poster Approval Requirements

- All posters must be submitted via the Print Media Approval Form before being posted on campus.
- Societies must follow the Ontario Tech Postering Policy.

- Societies may not post promotional materials in Durham College spaces.
- Posters with graphic, vulgar, or potentially triggering content may be denied approval.

6.3 SOCIAL MEDIA USE AND ACCOUNTABILITY

6.3.1 Policy: Social Media Standards

Societies must maintain public and accountable social media platforms to:

- Foster transparency
- Promote inclusivity
- Ensure positive student engagement

Social media content must reflect the values of Ontario Tech and the OTSU.

6.3.1 Procedure: Appropriate Social Media Use
Societies are encouraged to use social media to foster positive engagement, share information, and promote events that align with their objectives and the values of the university community.

Societies are prohibited from using their social media platforms to:

- Harass or Defame: Engaging in behavior that could be considered discriminatory, bullying, or harassing, including making offensive or derogatory comments related to sex, gender, race, nationality, disability, sexual orientation, religion, or age. This aligns with the university's Harassment Policy and the Ontario Human Rights Code.
- Disparage the University or OTSU: Posting content that brings discredit to the University or the Ontario Tech Students' Union (OTSU) by insulting fellow students or other individuals, or making defamatory or offensive comments about individuals or groups.
- Attack Students: Posting content that targets individual students with the intent to harm their reputation or well-being.

6.3.2 Procedure: Access and Platform Transparency

- Social media accounts must be accessible to the general student community.
- Account access should not be restricted except for valid safety or spam-related reasons.
- Only Societies in good standing with official ratification may associate their name and media accounts with the OTSU.
- The OTSU Clubs & Societies Department reserves the right to edit, update, or remove content from any society's online profile affiliated with the Ontario Tech Student Union.

    ○ This includes profiles hosted on the OTSU website, Student Life Portal, or any other official platform.
    ○ Edits may be made to ensure accuracy, consistency, professionalism, adherence to OTSU branding guidelines, and compliance with student union policies.

These guidelines are in accordance with the university's Student Code of Non-Academic Conduct, the Ontario Human Rights Code, and the Respectful Workplace Policy, all of which prohibit discriminatory or harassing behavior and the publication of defamatory content

7. SOCIETY FUNDING, SPONSORSHIP, AND FINANCIAL PROCEDURES

This section sets forth the policies and procedures related to the responsible management of society funding, including grant funding allocations, year-end expenditures, subscription requests, sponsorship guidelines, and financial accountability. For detailed procedural requirements, refer to the Societies Financial Procedure document.

7.1 GRANT FUNDING OVERVIEW AND USE

Funding is provided by the OTSU to support the foundational activities and operational needs of ratified Societies. This funding is intended to promote equitable access to resources and assist Societies in launching or maintaining core functions during the academic year.

7.1.1 Policy: Grant Funding and Restrictions

Funding Use and Timeline:

- Societies must submit budget proposals outlining their funding needs for approval by the Clubs & Societies Department and or the Clubs & Societies Committee.
- Funding allocated to societies must be used for purposes outlined in their approved budget and in accordance with OTSU financial policies.
- Grant Funding is allocated annually and must be used within the current fiscal year.
- Grant Funding is intended primarily for foundational society activities, such as promotional materials, recruitment efforts, and basic administrative supplies.

Funding Restrictions:
The following restrictions apply to the use of Grant Funding: Grant Funding may not be used for:

- Donations or charitable contributions
- Alcohol, cannabis, or related products
- Personal travel expenses or accommodations
- Gift cards, cash equivalents, or gratuities
- Clothing/apparel for executive members;
- Salaries or wages for members of the Society; or
- Any expense deemed unrelated to society purpose or not in alignment with OTSU values

Note: The approval and usage of Grant Funding is subject to the discretion of the OTSU, which reserves the right to reject any funding request that does not align with policy, budget availability, or ethical standards.

7.2 REIMBURSEMENT OF SOCIETY FUNDS

Societies affiliated with the OTSU are eligible to receive reimbursement for approved and pre-authorized society-related purchases. This policy outlines the requirements and process for submitting reimbursement claims to ensure financial transparency and timely processing.

7.2.1 Policy: Reimbursement Submissions

Submission Timeline:

- All reimbursement requests must be submitted within 30 business days from the original date of purchase.
- Requests submitted after the 30-day window will not be processed unless prior written approval has been granted by the Financial Controller.

Late Submission Exceptions:

Exceptions may be considered only under the following documented circumstances:

- Verified technical issues (e.g., system errors, email server failures)
- Receipt-related delays (e.g., vendor or transaction processing delays), supported by a clear record of communication

Note: Misplaced receipts or forgetting to submit the request does not qualify as a valid reason for a late submission.

7.2.1 Procedure: Reimbursement Submission Process

To receive reimbursement, the following steps must be followed:

1. Completion of Reimbursement Form

- The individual who made the purchase must complete the correct OTSU Reimbursement Form in full.

2. Receipt Submission

- Original, itemized receipts must be attached to the reimbursement form. Screenshots or bank statements are not accepted in place of receipts.
- The receipt must include an HST number, if taxes are charged

3. Authorization Signatures

The form must be signed by:

- The individual requesting reimbursement
- Two authorized society signing officers (cannot be the student requesting the reimbursement)
- These signatures confirm the purchase was pre-approved and society-related

4. Submission to OTSU

- The fully completed and signed form, along with all required documentation, must be submitted to the OTSU for financial processing.

5. Incomplete Submissions

- Forms that are incomplete, unsigned, or missing valid receipts will be returned and may delay or disqualify reimbursement.

7.3   SUBSCRIPTION FUNDING GUIDELINES

7.3.1 Policy: Subscriptions and Digital Tools

Societies may only use funding for online subscriptions that:

- Support the society's mission or programming
- Provide value to the entire society membership

7.3.1 Procedure: Subscription Request Process

To use funding for subscriptions, Societies must:

- Submit a Request for Payment Form including:

  - Name and purpose of the subscription
  - How it benefits the full membership

- Register the subscription under the official society email
- Avoid using personal accounts for society-related subscriptions
- Requests are subject to approval by the OTSU before any payment or reimbursement.

7.4 FINANCIAL RESPONSIBILITIES OF EXECUTIVES

7.4.1 Policy: Executive Oversight of Society Finances

Society executives, particularly the VP Finance, are responsible for:

- Maintaining accurate financial records
- Ensuring spending aligns with the approved budget
- Complying with all OTSU financial procedures
- Being transparent about financial decisions with society members

7.4.1 Procedure: Managing Society Budgets

- Submit receipts and documentation for all purchases
- Use only the allocated budget for approved events or initiatives
- Track spending regularly using ledgers provided by the Finance Generalist
- Coordinate with the VP Events and President for budget alignment

Failure to follow financial procedures may result in:

- Loss of funding
- Suspension of financial privileges
- Denial of future ratification

7.5 SOCIETY SPONSORSHIP

7.5.1 Policy: Sponsorship Agreements
Societies may seek external sponsorship but must do so transparently and with OTSU oversight. Approval from the Clubs & Societies Department is required for accepting sponsorship donations.

7.5.1 Procedure: Securing Sponsorship

To accept a sponsorship:

- Complete the Clubs & Societies Sponsorship Agreement Template (available on the OTSU website)
- Submit the agreement for review and approval
- Only OTSU signing authorities may sign sponsorship agreements – not society executives

8. EXTERNAL AFFILIATIONS, INVOLVEMENT RECORDS, AND SANCTIONS

This section outlines how Societies interact with external organizations, how student contributions are formally recognized through the Student Experience Record (SER), and what consequences apply if Societies violate OTSU policies.

8.1 EXTERNAL AFFILIATIONS

8.1.1 Policy: Disclosure of External Relationships
All societies must disclose any affiliations or partnerships with external organizations to ensure transparency, compliance, and alignment with OTSU values.

8.1.1 Procedure: External Affiliation Review

- Affiliations must be reported to the Clubs & Societies Department
- The OTSU reserves the right to approve or restrict these affiliations
- Any external group engagement must comply with applicable OTSU and university policies

8.2   INVOLVEMENT RECORDS (STUDENT EXPERIENCE RECORD - SER)

8.2.1 Policy: Executive and Member Eligibility for SER Recognition

Societies must submit active membership lists by March 31st to the OTSU for recognition.

Executive Members:

- Must complete all mandatory training
- Submit executive roles and responsibilities in the Ratification Package
- Any changes must be submitted by March 31st to be reflected on the SER
- Eligibility requirements include training completion and fulfillment of executive role responsibilities

General Members:

- Are not automatically eligible for SER recognition
- May request recognition if they:

  - Take on responsibilities beyond standard involvement Complete and submit an Involvement Form (signed by the Society President)

8.2.1 Procedure: SER Submission and Deadlines

Executive Lists:

- Must be submitted by March 31st of each academic year

General Member Involvement Requests:
Students who have exceeded the definition of a general society member may submit a request for recognition.

- Request form must include:

  - Event or project details
  - Description of their additional responsibilities
  - Number of hours contributed

- Must be signed by the Society President
- Submitted to the Member Engagement Coordinator by March 31st

Updates to Executive Titles and Responsibilities:

- Must be finalized and submitted by March 31st to be reflected in the SER

8.3   SOCIETY SANCTIONS AND REMOVAL OF MEMBERS

8.3.1 Policy: Violations and Consequences

Societies and/or executives may face sanctions for:

- Violating OTSU or university policies
- Violating the Ontario Tech Student Code of Conduct
- Engaging in actions that harm the society or the OTSU's reputation Members (including executives) may also be removed from a society, but only by following proper procedures.

8.3.1 Procedure: Sanctions Process

• Sanctions are determined by the Clubs & Societies Department and Committee

• Review the official Clubs & Societies Sanction Procedure for detailed criteria and examples

• The process may include:

  ○ Investigation of violations

  ○ Written warnings

  ○ Loss of funding or privileges

  ○ Suspension or removal of executives

  ○ Revocation of society ratification

8.3.2 Procedure: Removal of Members

• Members may be removed from a society or executive position only by following the steps outlined in the Sanction Procedure

• Removal must be:

  ○ Documented

  ○ Approved by the appropriate authority (usually the Clubs & Societies Committee)

  ○ Based on evidence of misconduct, negligence, or serious failure to perform

8.3.3 Policy: Dissolution of Societies
This policy outlines the conditions and process under which a recognized Society may be dissolved, either voluntarily or involuntarily, in accordance with OTSU regulations.

8.3.3 Procedure: Dissolution of Societies

1 .Voluntary Dissolution

• A Society may dissolve itself through a majority vote by its general membership.

• The decision must be formally documented and submitted to the Clubs & Societies Department.

2. Involuntary Dissolution

• The OTSU Executive Team reserves the right to dissolve a Society due to:

  ○ Non-compliance with OTSU or University policies

  ○ Failure to fulfill required obligations (e.g., reporting, attendance, event procedures)

3. Transition Process

• OTSU will work in consultation with the relevant faculty to ensure a smooth and ethical transition of the Society's affairs.

4. Assets and Funds

• Upon dissolution, any remaining funds or assets will be transferred to OTSU.

• These resources will be reallocated to student initiatives related to the dissolved Society's faculty or mission.

9. AMENDMENTS, ENFORCEMENT, AND REVIEW OF SOCIETY POLICY

To establish the process for amending, enforcing, and reviewing the Societies Operating Policy to ensure it remains effective, transparent, and responsive to the needs of affiliated societies and the student community.

9.1 Policy: Amendments to Policy
The Societies Operating Policy may be amended to reflect the changing needs of the OTSU and its affiliated societies.

9.2 Policy: Enforcement of Policy

OTSU retains the authority to enforce the Societies Operating Policy to uphold accountability and compliance among all affiliated societies.

9.2 Procedure: Enforcement of Policy
In cases of non-compliance, OTSU may:

- Investigate the matter
- Issue formal warnings, apply sanctions, or revoke Society status depending on severity

Disputes or grievances related to this policy will be:

- Addressed using OTSU's established dispute resolution mechanisms, with possible review by the Clubs & Societies Committee

9.3 Policy: Review and Evaluation
The Societies Operating Policy will undergo regular review to ensure it aligns with the goals and values of OTSU and the Ontario Tech University student community.

9.3 Procedure: Review and Evaluation
The OTSU Executive Team will:

- Conduct an annual review of the policy
- Evaluate its effectiveness, clarity, and applicability

Feedback will be:

- Solicited from affiliated societies and the broader student body
- Considered in drafting any revisions or update

10. RELATED POLICIES, PROCEDURES AND DIRECTIVES

- Ontario Tech Student Union General Bylaws
- Ontario Tech Student Union Societies Financial Procedure
- Clubs & Societies Sanction Procedure