CLUBS & SOCIETIES COMMITTEE (CSC) TERMS OF REFERENCE

1. INTRODUCTION

The Clubs & Societies Committee ("CSC" or "the Committee") is intended to be a forum for oversight, review, and development of Club and Society policies and their functions. The CSC is an Ontario Tech Student Union (OTSU) committee and shall be a standing committee of the Board of Directors. The Committee will work with OTSU's VP Student Life to enhance Clubs and Societies.

This Committee strives to engage members of various clubs and societies in discussions around the current Club and Society policies and operations. Topics of discussion include, but are not limited to:

- Verifying Club and Society Ratifications
- Amending Club and Society policies and procedures
- Conducting business related to Club and Society Sanctions
- Defining Club and Society roles and responsibilities
- Ensuring Club's and Society's compliance with applicable policies and procedures

The CSC provides students-at-large with the opportunity to work directly with the OTSU through the opportunity to establish strong networks and develop a deeper understanding of the OTSU's operations.

2. REPORT

The Clubs & Societies Committee reports to the OTSU Board of Directors.

3. DUTIES & SCOPE

3.1 The specific functions of the Committee shall be as follows:

3.1.1 The nature of this Committee is to support the Board in taking a strategic approach to Clubs and Society policy development;

3.1.2 To review Club's and Society's policies and procedures annually and recommend for approval to the Board new and/or revised governance policies to ensure that documents:

(i) Are in accordance with the Ontario Tech Student Union General Bylaws;

(ii) Are compliant with the Not-for-profit Corporations Act, governing laws, or legal agreements of the organization;

(iii) Are aligned with current organizational priorities;

(iv) Are effective in achieving their mandate;

(v) Are free of errors, contain no outdated references, and are consistent with other existing requirements within the document or OTSU policies.

3.1.3 The Committee has the authority to review and vote to approve non-substantive revisions. Non-substantive revisions may include, but are not limited to:

(i) Correcting typographical and grammatical errors;

(ii) Formatting document changes;

(iii) Updating hyperlinks;

(iv) Updating references to the OTSU Bylaws or other OTSU policies; and

(v) Editing text to clarify or be consistent with existing requirements within the document or other OTSU policies.

3.1.4 To review and recommend for approval to the Board the annual schedule for policy review within a five-year framework to ensure an ongoing process of policy review;

3.1.5 In the review and development of OTSU policy, the Committee shall engage stakeholders and conduct research where necessary and appropriate;

3.1.6 The Committee shall receive updates from the General Manager regarding the policy landscape of the OTSU, including but not limited to:

(i) OTSU terms of reference and procedures;

(ii) OTSU administrative policies and procedures that may impact students;

(iii) Ontario Tech University policies and procedures that may impact students, as requested; and/or

(iv) Government decisions that may impact students.

3.1.7 During a year where policy related to Clubs and Societies is to be edited, all interacting policies and procedures should be reviewed during the fall semester by the OTSU's Annual General Meeting. The final review and approval of any amendments occur during the winter semester.

3.1.8 The Board must approve all edits to policies and procedures related to Clubs and Societies.

4. COMMITTEE MEMBERSHIP

4.1 The Clubs & Societies Policy Committee shall consist of the following membership:

4.1.1 VP Student Life or Designate (President)

4.1.2 General Manager or Designate (Manager, Student Engagement)

4.1.3 Board Members (2)

4.1.4 Students-at-large with Club and/or Society experience (5)

4.2 If the VP Student Life cannot attend a Committee meeting, the OTSU President will be required to attend on their behalf.

4.3 If the General Manager cannot attend a Committee meeting, the Manager, Student Engagement may attend on their behalf.

4.4 It is preferable that the two (2) Board members and five (5) student-at-large positions be filled by one (1) student from each faculty, thus properly representing the entirety of the student body.

4.5 Each student representative on the Committee is considered a voting member and subject to only one vote. Members serve voluntarily for a one (1) year period.

4.5.1 The President and General Manager/ Member Engagement Coordinator are non-voting members of the committee. The VP Student Life is a voting member of the Committee.

5. QUORUM

5.1 Quorum shall consist of:

5.1.1 VP Student Life or Executive Delegate (President);

5.1.2 Board Member (1);

5.1.3 General Manager or staff delegate (Manager, Member Engagement); and

5.1.4 Club or Society Executive Member Representatives (2)

5.2 During a vote, both Board Members of the CSC must be present.

6. CHAIR & VICE CHAIR

6.1 Each year, the Chair will be designated to the elected individual who serves as the VP Student Life or another OTSU Executive appointed by the OTSU. If this individual is unable to designate a Chair, the Board of Directors may appoint an alternative designate.

6.2 The responsibilities of the Chair will include:

6.2.1 developing meeting agendas;

6.2.2 chairing meetings;

6.2.3 maintaining committee files;

6.2.4 acting as a contact person for the Committee; and

6.2.5 work alongside staff and university administration to provide the necessary support and resources to the committee and the OTSU.

6.3 The responsibilities of the Vice Chair include:

6.3.1 The Vice Chair will fulfill the above duties in the Chair's absence, communicate with the Chair between committee meetings, if necessary; and

6.3.2 Help facilitate discussions during Committee meetings.

6.4 The Vice Chair of the Committee must be a student-at-large member or a Board member

7. MEETING PROCEDURES

7.1 Members of CSC will meet bi-monthly at a minimum. Additional meetings may be scheduled as often as necessary to fulfill the mandate of the Committee. The General Manager is responsible for taking meeting minutes.

8. COMMITTEE LIMITATIONS

8.1 These limitations are to ensure accountability to all students and the membership. The OTSU Executive Team, as a collective, has the right to halt Committee activities automatically and/or Committee Member participation depending on the severity of the incident.

8.2 The CSC and/or its members can be sanctioned for, but not limited to, the following reasons where the OTSU Executive determines cause and severity:

8.2.1 Committing an offence which contravenes any federal, provincial, or municipal laws;

8.2.2 Committing an offence which contravenes Ontario Tech University Student Code of Conduct;

8.2.3 Committing an offence or engaging in an activity that damages the reputation of the OTSU or Ontario Tech University;

8.2.4 Breach of any of the OTSU General By-laws or OTSU clubs policies or procedures;

8.2.5 Breach of any Ontario Tech University policies or procedures;

8.2.6 Misuse of OTSU services or privileges; and/or

8.2.7 Failure to take adequate precautions to limit liability while hosting or participating in events or activities.