



## Fanshawe Student Union Club Policy

### INTRODUCTION:

The purpose of this policy is to uphold the interests of Fanshawe Student Union, club members and students. This document is designed to assist students in the formation, operation and development of clubs.

Clubs ratified by Fanshawe Student Union are designed to assist students by providing social, cultural and educational services to the College experience.

All clubs must be open to all full-time students at Fanshawe College regardless of race, religion, ability, gender or monetary status.

All ratified clubs must abide by all Fanshawe Student Union and Fanshawe College policies and procedures.

Under the umbrella of Fanshawe Student Union there will be no athletic clubs funded.

### PROCEDURES:

1. Club Application
2. Club Membership
3. Club Rights & Responsibilities
4. Club Funding
5. Clubrooms
6. Locker Storage

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#### 1. Club Application:

- i. The Club Charter forms are available in the FSU main office.
- ii. The forms must be completed correctly and returned to the VP Internal Affairs in the FSU main office.
- iii. The VP Internal Affairs will then review the Club Charter for errors or omissions and will then take the Charter to a regularly scheduled Executive/SAC meeting.

- iv. Executive/SAC will vote on each Charter separately. A majority vote in favour will ratify the club.
- v. If the Charter is rejected, the VP Internal Affairs will explain to the Club and they will have a chance to appeal the decision by presenting to Executive/SAC.
- vi. If the Charter is ratified, the VP Internal Affairs will inform the Club of their successful ratification.

2. Club Membership:

- i. Membership will be open to all full-time registered post-secondary students of Fanshawe College.
- ii. Clubs must consist of a minimum of **five** full-time registered post-secondary students.
- iii. The club must appoint/elect one President, one Vice President and one Treasurer or Secretary.
- iv. In order to qualify for funding a club must have a least **ten** full-time registered post-secondary students.
- v. Club membership is available for an academic year. Clubs must ratify each year.
- vi. The Club must maintain and submit a current membership list.

3. Club Rights & Responsibilities:

- i. A club is entitled to access certain FSU services and the right to:
  - a. Be listed as an official FSU club;
  - b. Reserve available rooms and space in the FSU for club events at no cost (some restrictions apply);
  - c. A booth at the FSU Info Fair (in September of each year);
  - d. Use of club locker space (some restrictions apply);
  - e. Put up posters advertising for club reasons (posters must be approved by FSU);
  - f. An FSU mailbox for club messages.
- ii. Every club has responsibilities to the FSU and it's membership. These responsibilities include (but are not limited to):
  - a. Adherence to all FSU policies and procedures;
  - b. Submit a report on the club activities at the end of the semester to the VP Internal;
  - c. Submit financial reports if fees are collected.
- iii. Club Conduct:

Club activities must not infringe upon the rights of others to use and enjoy the college environment and facilities, nor endanger or threaten to endanger the health, safety, property or rights of a member of the college community. Disciplinary action may include suspension or revocation of the Club Charter.

4. Club Funding:

- i. All ratified clubs with a membership of at least **ten** full-time registered post secondary students will qualify for Club Funding.
- ii. The funding is available through reimbursement process only (no cash advances will be available). Funding is limited to \$300.00 per academic year.
- iii. The funding is available to subsidize club activities, photocopying, special club events, etc.
- iv. Clubs must set up a bank account with at least two signing officers. This information must be submitted to the FSU main office.
- v. Club Funding forms are available in the FSU main office. These forms must be completed correctly and submitted to the FSU main office.
- vi. The VP Internal Affairs and/or the Office Administrator for the FSU will approve the completed forms.
- vii. After the Club Funding form has been approved a cheque will be issued in the names of the signing officers.

5. Clubrooms:

- i. All ratified clubs will be able to book clubrooms through the FSU main office at no cost to the club.
- ii. Clubrooms must be booked at least 2 days prior to use.
- iii. Clubrooms can be booked through the Receptionist or the Office Administrator in the FSU main office.
- iv. The club is responsible for use of the room – any damage or missing property will be the responsibility of the club.
- v. Clubrooms are available on a first come, first serve basis.
- vi. The clubrooms are meant for club meetings and/or club events. They are not meant for homework labs or social gatherings.
- vii. The club will be denied further bookings if there are reports of mistreatment in any of the clubrooms.

6. Locker Storage:

- i. Each club may apply for locker storage space through the FSU main office. Pick up the application in the FSU main office.
- ii. Lockers will be issued on a first come, first serve basis.
- iii. Lockers are for club material – NOT homework.
- iv. Lockers are available for one academic year. Clubs will have to renew their charter and locker application every year.
- v. The club is solely responsible for the contents of the locker. The FSU is not responsible for any thefts or damage.
- vi. The FSU reserves the right to revoke locker storage space if there are reports that the club is misusing the space.



## Fanshawe Student Union Club Policy Contract

**As President of the \_\_\_\_\_, I have read and understood Fanshawe Student Union Club Policy and agree to follow the terms within.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Date**