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<b>POLICY TYPE:</b>	Operational
<b>POLICY TITLE:</b>	<b>G105: CLUBS POLICY</b>
<b>LAST APPROVED:</b>	EXEC – 08 / 2025
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## 1.1 PURPOSE

- 1.1.1 Purpose of the Clubs Policy: This policy is designed to assist students in forming and operating a Fanshawe Student Union (FSU) Club.
- 1.1.2 Purpose of an FSU Club: To improve student/campus life by providing on-campus social, cultural and educational experiences for students at Fanshawe College while fostering a sense of belonging amongst their members.

## 1.2 DEFINITIONS

- i. Member: All full-time students at Fanshawe College who are actively progressing, as determined by the Office of the Registrar, following FSU By-Law No. 1, section 3.1.
  - ii. Student Services Staff: Assigned FSU Staff who assist the Vice President, Student Engagement, in overseeing the FSU Clubs Program.
  - iii. Vice President (VP), Student Engagement: Responsible for overseeing the FSU Clubs.
  - iv. Club Leadership Team: Students who take on leadership roles within the FSU Club. All FSU Clubs have three (3) mandatory leadership positions; President, Vice President and Treasurer, who are responsible for properly managing the FSU Club and abiding by the FSU Club Policy.
  - v. Faculty Advisor: A Fanshawe College employee who assists the FSU Club. The Faculty Advisor's role is not to run day-to-day Club activities but to provide support, guidance, and advice to the Club Leadership Team.
  - vi. High Risk: Involves a greater likelihood of harm, physical injury, liability or disruption and/or would result in legal and/or policy violations (e.g. discrimination)
  - vii. Off-Campus Organizations: – Organizations or groups existing outside of the Fanshawe College Community including but not limited to, charitable organizations, local community groups, and professional associations. Proper endorsement of the Club from the organization is mandatory and must be submitted with the Club Charter.
  - viii. Treasurer: Responsible for handling all Clubs finances. The role of Treasurer cannot be held by the President or Vice President of the Club.-
  - ix. Reasonable Grounds: Justifiable and logical basis for removal of a member from a student club. Examples include but are not limited to harassment or bullying, disruptive conduct, unethical or illegal activities, misuse of club funds or resources, etc.
  - x. Risk Scale: Assists in evaluating the potential hazards associated with proposed club events or activities.
- 1.2.2 The Club Charter outlines six (6) different types of FSU Clubs;
- i. Campus Chapter: A group of students who network with an off-campus organization and conduct similar activities in the Fanshawe College community. Each Campus chapter is a student-led,

student-initiated organization that supports its parent organization. Proper approval and endorsement from the off-campus organization is required to become a ratified FSU Club.

- ii. Common Interest Group: A group of students that come together who share a common interest, topic or concern with the goal of exchange of information, socialization, and friendship/relationship building.
- iii. Community Service Groups: A group of students who volunteer in the community to benefit the public and the people that live in it. These groups work towards the common good and organize events to support the community.
- iv. Cultural/Religious Groups: A group of students who provide a space for students that belong to a particular country, community, religion, or minority group. These groups are primarily social but may also conduct awareness activities to showcase the culture or religion.
- v. Program Association: Connecting students who belong to a program or academic school at Fanshawe College. These groups exist for professional networking, professional development, and student life within the program. These clubs may be subject to complete additional steps to become a ratified FSU Club. Refer to 'Appendix B' for a full breakdown of Program Association Clubs.
- vi. Recreational Club: A group of students who engage in physical activity recreationally. These clubs must participate in activities on-campus and may be subject to complete additional steps to become a ratified FSU Club. Refer to 'Appendix A' for a full breakdown of Recreational Clubs.

### **1.3 CLUB APPLICATION AND RATIFICATION**

- 1.3.1 All Clubs seeking ratification must complete and submit the FSU Club Charter. The Club Charter and all Club-related forms are available online at [www.fsu.ca/clubs](http://www.fsu.ca/clubs).
- 1.3.2 After submission, the Club Charter will be reviewed for errors, omissions, or any other concerns which will be discussed and clarified with the Club, if necessary. Student numbers will be checked to ensure that membership requirements are met.
- 1.3.3 When eligibility is met, the Club Charter will be taken to a regularly scheduled Executive Committee meeting, where the Executive Committee will review and vote on each submitted Club Charter. A simple majority vote in favour will ratify the Club. The VP, Student Engagement, will inform the Club of the outcome; if successfully approved or if the Club Charter is denied with an explanation.
- 1.3.4 When approved, the Club leadership team must complete Club Training as well as review and sign the Clubs Policy. The Club may be subject to signing other club-related documents (e.g. Assumption of Risk and Liability Waiver Form), subject to FSU's discretion. Until this is completed, the Club will be unable to hold events or meetings.
- 1.3.5 Any changes to the Club Charter must be submitted via email to the VP, Student Engagement and the FSU Student Services Staff by the current Club President. These changes may include changes to the Club Leadership team. The Club must appoint and/or elect another Club Member to hold the vacant position as the club leadership positions must be maintained as an active FSU Club.

- 1.3.6 If the Club wishes to remove a member due to reasonable grounds, the proposed removal must be submitted via email to the VP, Student Engagement and the FSU Student Services Staff, prior to the vote. A simple majority vote must be held amongst the Club Members with an 'in favour' outcome for the club member to be removed. The VP, Student Engagement and/or appointed FSU employee must be present at the vote to be valid. The FSU will keep a record of all removals including but not limited to an outline of the grounds for removal as well as the notes from the meeting and outcome of vote.
- 1.3.7 To avoid risks of injuries and consequently, problems with students' insurance, the FSU will not recognize or approve high-risk clubs.
- 1.3.8 Club ratification for recreational clubs will be determined through consultation with the Athletics Department. Refer to Appendix A for a full breakdown of Recreational Clubs.

#### **1.4 CLUB MEMBERSHIP AND LEADERSHIP**

- 1.4.1 Club membership must be open to all students at Fanshawe College. Clubs must not restrict membership based on any grounds. These grounds include, but are not limited to, race, religion, ability, gender, sexual orientation, financial status, or program of study.
- 1.4.2 All Clubs are free to join. Clubs must not collect membership dues from Members.
- 1.4.3 Clubs are not permitted to use 'Student Union' to identify the Club.
- 1.4.4 To become ratified, a Club is required to have a minimum of five (5) full-time students (FSU Members). To qualify for club funding, a Club must have a minimum of ten (10) full-time students (FSU Members) registered.
- 1.4.5 Students who are not qualified as an FSU Member (e.g. part-time students) may be a part of the Club and participate in Club events and activities; however, these students will not count towards the five (5) and ten (10) member eligibility requirements. Additionally, these students cannot hold any leadership position(s) within an FSU Club.
- 1.4.6 The Club must appoint and/or elect one (1) President, one (1) Vice-President, and one (1) Treasurer. The role of Treasurer cannot be held by the President or Vice President.
- 1.4.7 Club Leaders cannot hold an elected, appointed, or hired position within the FSU. These roles include, but are not limited to, the FSU Executive Team or Student Administrative Council (FSU Board of Directors).
- 1.4.8 A student cannot hold a leadership position in more than one (1) FSU Club.
- 1.4.9 Club Charters are approved for one (1) academic year (September 1<sup>st</sup> to August 31<sup>st</sup>) and must be resubmitted each academic year for approval by the Executive Team.
  - i. Club Charters are accepted for a limited time each semester for ratification within the current academic semester; Fall Semester (Until November 1<sup>st</sup>), Winter Semester (Until March 1<sup>st</sup>) and Summer Semester (Until June 1<sup>st</sup>). Club Charters submitted after this deadline will be held until



the following academic semester to be brought forward, if eligibility criteria are met.

- 1.4.10 Clubs are responsible for maintaining membership records and providing current information to the FSU. The Club must submit a list of current members each semester to the FSU. Failure to submit a current members list will result in the de-ratification of the Club.

## **1.5 DE-RATIFICATION**

- 1.5.1 The Fanshawe Student Union reserves the right to suspend or revoke the ratification of any club that is found to be in violation of FSU Policies or applicable College regulations. Clubs facing de-ratification will be provided with written notice of the concerns, an opportunity to respond and access to an appeal process in accordance with principles of procedural fairness.

## **1.6 RIGHTS AND RESPONSIBILITIES**

### **1.6.1 An FSU Club has the right to:**

- i. Be listed online on [www.fsu.ca/clubs](http://www.fsu.ca/clubs) as an official FSU Club.
- ii. Be invited to and attend Clubs Day, an event hosted by the FSU to encourage participation in the FSU Clubs Program.
- iii. Book tables to promote the club and reserve space through FSU and College for Club Meetings and Events. Some restrictions apply as outlined in Section 1.6, and as determined by the FSU.
- iv. Request and use a Club Locker. Some restrictions apply, as outlined in Section 1.9.
- v. Create artwork to promote and advertise the club as well as any upcoming club events. Some restrictions apply, as outlined in Section 1.6.13.

### **1.6.2 Every FSU Club is accountable to their Club Members and the FSU. All Clubs must adhere to the following rules and procedures:**

- i. Follow and adhere to all FSU and Fanshawe College policies and procedures and how they related to FSU Clubs including but not limited to The Student Code of Conduct, Respectful College Community and Prevention of Harassment and Discrimination.
- ii. Maintain contact and respond to communications in a timely manner from the FSU.
- iii. Submit a Club Event/Activity Application Form at least **two (2) weeks\*** in advance of any proposed Club Events. Refer to 1.6 for a full breakdown of Club Events and Activities.
- iv. Submit a 'Semester Financial Report' and 'Semester Activity Report' each academic semester.
- v. Disclose any third party and/or Fanshawe College department involvement within the Club Charter. Clubs **must** provide the FSU with a copy of the third-party organization's Certificate of Liability Insurance.
- vi. Report any funds collected and deposit the funds into the internal club account. A receipt will be issued for every transaction/deposit into the account.

### 1.6.3 CLUB CONDUCT

- i. 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.
- ii. Disciplinary action may include suspension or revocation of the Club Charter and may be subject to an investigation by Campus Security.

### 1.7 CLUB EVENTS AND ACTIVITIES

Purpose of a Club Event - Promote and encourage campus/student life, culture, and community awareness while fostering a sense of community and belonging for students.

- 1.7.1 A Club Event/Activity Form must be submitted for all proposed events and must be submitted at least **two (2) weeks in advance\*** of the event. The Club must include all details/requirements for the proposed event (e.g. location, av requirements, catering) as well as a breakdown of the cost of the event on the form.
  - i. All proposed events are subject to an approval process by FSU. Subsequent planning of the event must be on hold, including, but not limited to, securing space, purchasing items, etc. until a decision has been reached and shared via email.
  - ii. A Risk Scale will be used to determine and evaluate the potential hazards associated with the proposed club event or activity. Depending on the classification of risk, additional steps, may be required to be completed prior to the event/activity date.
  - iii. To avoid risks of injuries, the FSU will not recognize or approve high-risk events or activities. No exceptions will be made.
- 1.7.2 If a Club is interested in holding a larger-scale event (e.g. open mic, pub night, etc.), a Club Event/Activity Form must be submitted at least **two (2) months in advance** of the event and **must** be held in collaboration with the FSU Student Experience Team. These events must be open for all students to attend.
- 1.7.3 Clubs may request the use of space within the FSU (Clubrooms and Alumni Lounge) or Fanshawe College (e.g. Classroom) for events or activities. When an event is approved, how to book these spaces will be shared with the Club via email. Proper booking protocol must be followed.
- 1.7.4 Clubs are unable to book Forwell Hall or The Out Back Shack for events or activities, unless they are working in collaboration with FSU Student Experience Team (1.7.2).
- 1.7.5 Clubs are unable to book Canada Life Village Square and/or the Ideas Loft in Innovation Village but can book any student spaces within Innovation Village.

- 1.7.6 Clubs may book catering for approved events or meetings through the FSU at a 50% discount within FSU Spaces, subject to availability\*. \*Note, specific catering requests (e.g. outside of FSU Catering Menu) must be submitted **one (1) month in advance** of the event and there are no guarantees that items can be provided. FSU Catering will be directly charged back to a Club Account, if eligible for funding. Proper booking protocol must be followed, which will be shared via email when an event has been approved. Catering within Fanshawe College spaces is available through Chartwells, however, no discount will be applied for FSU Clubs.
- 1.7.7 No outside food is permitted in FSU or Fanshawe College spaces.
- 1.7.8 Clubs may request a table to promote the club and associated events within FSU Space (Student Centre/Forwell Hall) or within Fanshawe College.
- 1.7.9 The following guidelines **must** be adhered to during the duration of the table booking;
- Tables must be used to promote the club and/or the activities of the Club;
  - The FSU Club Banner must accompany all club table bookings;
  - Clubs must use the table provided and cannot move the table to another location;
  - Food sales/offerings (e.g. bake sales) as well as the promotion of outside businesses will not be permitted;
  - All participants at the table must stay behind the table for the duration of the booking. Participants must refrain from any behavior which may be considered intimidating or aggressive behavior, including but not limited to yelling, unwanted conversations or using language which is offensive.
- Clubs who fail to adhere to these guidelines will have the privilege to book tables revoked and any pre-booked tables will be cancelled. The Club will be unable to book a table until the next academic year (Sept 1).
- 1.7.10 Fundraising activities such as 50/50 draws are not permitted as the FSU does not hold a lottery license.
- 1.7.11 If a Club wishes to play a movie within any space on-campus, copyright law applies, unless it is considered public domain. A license is needed to show a movie to the public, regardless of admission fees or the number of people. For this reason, the FSU pays a yearly licensing fee for this privilege. Any movies shown on campus must be included on either the Criterion Pictures or Audio Cine Film list(s) to be shown at a Club Event. The name of the movie must be included on the Event/Activity Form to be checked by the FSU. If the movie is not on the list, it cannot be shown as it would be in violation of copyright law. If the event is approved, promotion the event will be subject to on-campus promotion only.
- 1.7.12 The FSU is not responsible for arranging any sort of travel arrangements nor will the FSU be held accountable or liable for any injuries or accidents that may occur. If travel is mandatory, the FSU strongly recommends travel arrangements via common carrier with a certificate of insurance showing a general liability limit of no less than \$5 million dollars by the insurer licensed to do business in Ontario.
- 1.7.13 Clubs may be required to complete a Safety Plan and/or sign an Assumption of Risk and Liability Waiver Form prior to all approved events/activities and submitted to the FSU at least **two (2) weeks in advance** of the event.

- 1.7.14 Clubs may create artwork to promote themselves or an upcoming club event on-campus (bulletin boards) and FSU Social Media (@fanshawesu). All Club posters must be no larger than 8.5 x 11 and **must use the Event Poster Template for any event promotions**. All artwork must be pre-approved by the FSU and adhere to Fanshawe College's Respectful College Community and Prevention of Harassment and Discrimination Policy.
- i. Artwork may be included with the Event and Activity Form and can be printed by the FSU and directly billed to a Club account, if eligible for funding. Thirty (30) posters will be printed for each request received and put up around campus by the FSU Poster Team.
  - ii. Posters may be dropped off to the FSU Office, SC-1000, by the Club and if approved, can be put up around campus.
  - iii. Clubs may share club events on their social media handles and tag the FSU (@fanshawesu) to have the event re-shared on FSU's social media platforms.

## **1.8 CLUB FUNDING AND FINANCIAL ACTIVITY**

- 1.8.1 All ratified Clubs with ten (10) or more members are automatically qualified to receive Club Funding (1.4.4). Clubs that are eligible for funding must appoint or elect one (1) Treasurer who will receive all reimbursements received from the FSU for submitted expenses.
- 1.8.2 Club funding is available for a maximum of **\$750.00** per academic year (September-August). This money is available to promote the club, subsidize and fund approved Club activities and encourage campus and student life on-campus.
- 1.8.3 Funding is received based on reimbursement for expenses incurred in the planning and organization of Club activities as well as the purchase of Club supplies. Club Reimbursements are subject to review and an approval process by the FSU. The FSU will not reimburse the purchase of alcohol, cannabis and/or illegal products.
- 1.8.4 Clubs that are eligible for funding will be assigned a Club account with the FSU for reimbursement purposes. An outside bank account does not need to be opened with an outside financial institution (e.g. bank) for Club funding.
- 1.8.5 Direct billing to a Club account is available for some on-campus services at the discretion of FSU (e.g. FSU Catering, printing posters).
- 1.8.6 Clubs must report any funds collected and deposit those funds into their internal Club account with the FSU. A receipt will be issued for event transaction/deposit made into the account. All deposited funds must be used within the current academic year.
- 1.8.7 The Club must maintain detailed and updated financial records using the Semester Financial Report and submit this document each semester to the FSU. Failure to submit the Semester Financial Report will result in the de-ratification of the Club.
- 1.8.8 When a Funding Reimbursement Form is received, the VP, Student Engagement and/or FSU Student Services Staff will review the completed form and attached receipts. Original receipts must be included with the submitted form. If approved, reimbursement will be issued to the Treasurer via electronic funds transfer (EFT) into a Canadian bank account.

- 1.8.9 All Funding Reimbursements must be submitted to the FSU office within the current academic year (September-August). All reimbursements must be received and processed by the end of the **current semester** when the expense was accrued.
- i. If the expense was accrued within the Fall Semester, all Funding Reimbursements must be submitted to the FSU Office by the end of December.
  - ii. If the expense was accrued within the Winter Semester, all Funding Reimbursements must be submitted to the FSU Office by the end of April.
  - iii. If the expense was accrued within the Summer Semester, all Funding Reimbursements must be submitted to the FSU Office by the end of August.
- 1.8.10 Any items purchased for the Club with club funding may become the FSU property when the Club becomes inactive, ensuring continuity of resources for future Club use (e.g. board games, chess sets, etc.).
- 1.8.11 Clubs that fundraise for a charitable organization may deposit those funds with the FSU and request a cheque payable to the organization. The Club will complete a 'Club Donation Request Form' to complete this request. The Club can request the cheque be mailed directly to the organization and/or request the cheque only for the Club to deliver directly to the organization.

## **1.9 CLUB ROOMS**

- 1.9.1 All ratified Clubs may book club rooms through the FSU Office (SC-1000) for Club Meetings.
- 1.9.2 Club Rooms are available on a first-come, first-served basis and must be booked at least two (2) days in advance of the Club Meeting.
- 1.9.3 Club Rooms can be booked by visiting the FSU Front Desk or the FSU Student Services Staff. To finalize bookings, all requested meeting information (e.g. timing of meeting, set-up requirements) must be provided at the time of the request.
- 1.9.4 The Club is responsible for the use of the club room(s) and its proper maintenance. The Club will be held accountable for any damage and/or missing property to the clubroom that occurred during the booking.
- 1.9.5 If a Clubroom is booked after the FSU Office closes, Campus Security will be contacted to let the Club into the clubroom at the time of booking.
- 1.9.6 Club Rooms must be used for club-related activities and events, not for personal use (e.g. homework, studying or personal social gatherings).
- 1.9.7 The FSU reserves the right to revoke access to the Club Rooms at any time, if deemed the space is being used improperly or failure to follow the Clubroom Guidelines.



## **1.10 LOCKER STORAGE**

- 1.10.1 Each Club may apply for one (1) Club Locker by completing the Club Locker Space Application (link). Lockers are located on the second floor of the Student Centre between the two clubrooms.
- 1.10.2 Locker space will be issued on a first-come, first-served basis.
- 1.10.3 Lockers are to be used for Club materials only – not homework or personal belongings.
- 1.10.4 No food or non-perishable items should be stored in the locker.
- 1.10.5 Lockers are issued for the academic year (September – August) and must be renewed each year.
- 1.10.6 All lockers must be emptied at the end of August for routine maintenance and cleaning. If the locker is not emptied the FSU reserves the right to remove the contents of the locker to perform the routine maintenance and cleaning required.
- 1.10.7 The Club is solely responsible for the contents of the locker. **The FSU is not responsible for any theft or damage to the locker's contents.**
- 1.10.8 The FSU reserves the right to revoke locker privileges at any time.

## **1.11 REFERENCES**

1. [FSU By-Law No. 1](#)
2. [Fanshawe College Policy P-208: Respectful College Community and Prevention of Harassment and Discrimination](#)
3. [Fanshawe College Policy A130: Student Code of Conduct](#)
4. [Ontario Human Rights Code](#)

## **1.12 Club Documents**

1.12.1 The following forms and documents supplement the Fanshawe Student Union Club Policy:

1. [Club Charter](#)
2. [Club Semester Activity Report](#)
3. [Club Financial Report](#)
4. [Club Event /Activity Application](#)
5. [Club Funding Reimbursement Form](#)
6. [Club Donation Request Form](#)
7. Club Deposit Form
8. [Club Locker Space Application](#)
9. Clubs Poster Template

1.12.2 All forms and documents noted in the appendices above, along with this policy, are available online at [www.fsu.ca/clubs](http://www.fsu.ca/clubs).

1.12.3 Other referenced documents throughout this policy will be sent individually to Clubs to be completed, as needed.



Fanshawe Student Union  
Club Policy Contract

As **President** of the \_\_\_\_\_, I have read and understand the Fanshawe Student Union Club Policy and agree with the terms outlined within the document. I understand that failure to comply with the Club’s Policy may result in the revocation of the Club Charter by the VP, Student Engagement.

\_\_\_\_\_  
Name (*Print*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Date

*Witness (VP, Student Engagement and/or the FSU Student Services Staff):*

\_\_\_\_\_  
Name (*Print*)

\_\_\_\_\_  
Signature



**Fanshawe Student Union  
Club Policy Contract**

As **Vice President** of the \_\_\_\_\_, I have read and understand the Fanshawe Student Union Club Policy and agree with the terms outlined within the document. I understand that failure to comply with the Club's Policy may result in the revocation of the Club Charter by the VP, Student Engagement.

\_\_\_\_\_  
Name (*Print*)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Date

*Witness (VP, Student Engagement and/or the FSU Student Services Staff):*

\_\_\_\_\_  
Name (*Print*)

\_\_\_\_\_  
Signature

## Appendix A – Recreational Clubs

### 1.1 Club Ratification Process

- 1.1.1 All Club Charters which have classified themselves as a Recreational Club are subject to approval by the Executive Committee (refer to 1.3.4) and must be supported by the Athletics Department. If these criteria are not met, the Club Charter will not move forward to be ratified as an FSU Club.
- 1.1.2 All Club Members may be required to complete the assigned Get Active Questionnaire (GAQ) to participate in on-campus activities at the fitness centre. These documents can be found on WebAdvisor under the miscellaneous tab.

### 1.2 Club Events and Activities

- 1.2.1 Clubs must submit a Club Event/Activity Application Form at least **two (2) weeks\*** in advance of any proposed Club Events and are subject to review and approval by the FSU and the Athletics Department.
- 1.2.2 All recreational activities **must be held on-campus**. If the proposed activity cannot be performed on-campus, an exception may be made at the discretion of the FSU and Athletics Department.
- 1.2.3 **No high-risk** activities or events will be approved. No exceptions will be made to this rule.
- 1.2.4 Clubs may be required to complete a Safety Plan and/or sign an Assumption of Risk and Liability Waiver Form prior to all approved recreational events/activities and submitted to the FSU at least **two (2) weeks** in advance of the event.
- 1.2.5 Clubs can book Group Fitness Rooms within the Student Wellness Centre, Squash Court(s), Golf Simulator and/or Gym Space. Proper booking protocol must be followed, which will be shared via email when an event has been approved.
- 1.2.6 All Club Members must be full-time Fanshawe College Students enrolled at a London Campus to participate in on-campus club activities which utilize any of the spaces outlined in 1.2.5.

### 1.3 Club Communication

- 1.3.1 Clubs must maintain contact and respond to communications in a timely manner with the FSU and the Athletics Department.

### 1.4 Club Conduct

- 1.4.1 Clubs are required to acknowledge and follow all the rules and procedures set forward by the Athletics Department.
- 1.4.2 Any behavior which may be considered intimidating or aggressive behavior, including but not limited to yelling or using language, which is offensive, will not be tolerated towards Athletic staff members.
- 1.4.3 Clubs who fail to adhere to these guidelines will have the privilege to book space / hold events revoked and any pre-booked spaces/events will be cancelled.

## **Appendix B – Program Association Clubs**

### **1.1 Club Ratification Process**

- 1.1.1 All Club Charters which have classified themselves as a Program Association Club are subject to approval by the Executive Committee (1.3) and must have a Faculty Advisor listed on the Club Charter. If these criteria are not met, the Club Charter will not be brought forward to be ratified as an FSU Club.
- 1.1.2 The FSU reserves the right to contact the faculty advisor at any point to confirm details regarding the club, events and activities and/or clarification of the role.

### **1.2 Club Membership**

- 1.2.1 Program Association Clubs can impose membership limitations to those students within their program and/or academic school; however, the club cannot refuse a student from joining and/or participating in club events or activities.
- 1.2.2 All Program Association Clubs are free to join, and membership dues must not be collected from club members (Refer to 1.4.2)

### **1.3 Club Events and Activities**

- 1.3.1 Clubs must submit a Club Event/Activity Application Form at least **two (2) weeks\*** in advance of any proposed Club Events and are subject to review and approval by the FSU (Refer to 1.7.1). The application must include whether the event will be facilitated by the Club and/or by the specific program/academic school. If the event is being held by the Club, further sponsorship from the FSU is unable for the event (e.g. sponsorship request).
- 1.3.2 All FSU/College spaces and catering requests must be requested and booked by the Club for approved club facilitated events and activities. Spaces or catering cannot be requested/booked by faculty advisor. Proper booking protocol must be followed when booking spaces and requesting services.
- 1.3.3 Events that are being held by the program/academic school may book space within Innovation Village (e.g. Canada Life Village Square). Club events must adhere to the spaces outlined for Clubs to book and/or spaces that are bookable by students within Innovation Village (Refer to 1.7.5).