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| POLICY TYPE: | Operational |
| POLICY TITLE: | G105: CLUBS POLICY |
| LAST APPROVED: | EXEC – July 16, 2024 |
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1.1 PURPOSE

- 1.1.1 Purpose of the Clubs Policy: This policy aims to uphold the interests of the Fanshawe Student Union (FSU), Club members and students. This document is designed to assist students in forming, operating and developing Clubs.
- 1.1.2 Purpose of an FSU Club: The primary goal of all Clubs should be to improve student life by providing social, cultural, and educational experiences, but Clubs ratified by the FSU may have their own purpose and goals based on their characteristics.

1.2 DEFINITIONS

- 1.2.1 Definitions of some individuals involved with the FSU Clubs are included below. Note that this is not an exhaustive list:
- i. Club Executives/Leadership Team: students who take on leadership roles in the FSU student club. They may take on various titles, such as President or Vice President, and are responsible for properly managing the Club and following this policy.
 - ii. Faculty Advisor: Fanshawe College staff member who assists the Club and its leaders. An advisor's role is not to run day-to-day Club activities but to provide support, guidance, and advice.
 - iii. Member: All full-time students of Fanshawe College who are actively progressing in a program, as determined by the Office of the Registrar, following the FSU By-Law No. 1, section 3.2.
 - iv. Signing Officer: A Club member responsible for handling Club finances. Only one (1) person out of the Club's President and Vice President is allowed to be a Signing Officer.
 - v. The FSU Administrative Services Staff: FSU staff who support the Finance Coordinator in overseeing the FSU Clubs.
 - vi. The FSU Finance Coordinator: Responsible for overseeing the FSU Clubs.
- 1.2.2 The Club Charter outlines different types of Clubs. Definitions of these are included below:
- i. Campus Chapter: A group of students who network with an off-campus organisation and conduct similar activities in the Fanshawe College community. Each Campus chapter is a student-led, student-initiated organisation that supports its parent organisation.
 - ii. Common Interest Group: A group of individuals that come around shared topics, interests, or concerns. These groups exist for networking, exchange of information, socialisation, and friendship/relationship building.
 - iii. Community Service Groups: A group of individuals who volunteer in the community to benefit the public and the people that live in it. These groups work towards the common good and organise events to support the community.
 - iv. Cultural/Religious Groups: A group of individuals 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 the students belong to.

- v. Program Association: Connecting students who belong to a program or group of programs at Fanshawe College. These groups exist for professional networking, professional development, and student life within the program.

1.3 CLUB APPLICATION AND RATIFICATION

- 1.3.1 All Clubs that wish to ratify with the FSU must fill out a Club Charter. The Club Charter forms are available-online at www.fsu.ca/clubs.
- 1.3.2 Completed forms must be submitted online at www.fsu.ca/clubs.
- 1.3.3 The Club Charter will be reviewed for errors, omissions, or any other concerns. These will be discussed and clarified with the Club if necessary. Student numbers will also be checked to ensure that membership requirements are met.
- 1.3.4 The Club Charter will then be taken to a regularly scheduled Executive Committee meeting, where the Executive Committee will vote on each charter. A simple majority vote in favour will ratify the Club. The Finance Coordinator will inform the Club if the Charter is successfully approved. If the Charter is rejected, the Club will be notified the Finance Coordinator with an explanation. They will have a chance to appeal the decision by presenting to the Executive Committee.
- 1.3.5 Following the approval vote, the Club executives/leadership team must complete Club Training, review this Clubs Policy and sign the Club Policy Contract, located at the end of this document. A Club Training document will be emailed to the Club President for completion online.
- 1.3.6 Any changes to the Club Charter must be submitted in writing to the Finance Coordinator and the FSU Administrative Services Staff by the current Club President. These changes may include changes to the Executive/Leadership team and/or Signing Officers. The Club must appoint and/or elect another Club Member to hold the vacant position Executive/Leadership and/or Signing Officer to be maintained as an active FSU Club.
- 1.3.7 If the Club wishes to remove a member due to reasonable grounds, the proposed removal must be communicated to the FSU Finance Coordinator and the FSU Administrative Staff prior to the vote. A simple majority vote must be held amongst the Club Members with an 'in favour' outcome for the Member to be removed. The FSU Finance Coordinator and/or appointed FSU employee must be present at the vote to be valid.

- 1.3.8 To avoid risks of injuries and, consequently, problems with students' insurance, the FSU will not recognise or approve Athletic or Sporting Clubs and will not approve athletic activities for existing Clubs. No exceptions will be made to this rule.

1.4 CLUB MEMBERSHIP AND LEADERSHIP

- 1.4.1 The following shall apply to the Club members, as well as the leadership team/Club executive.
- 1.4.2 Club membership is open to all full-time 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, as outlined in Section 1.10, financial status, or program of study

at Fanshawe College.

- 1.4.3 In order to be ratified, a Club must consist of a minimum of five (5) Student Union members. In order to qualify for funding, a Club must consist of a minimum of ten (10) Student Union members.
- 1.4.4 Students who are not qualified as Student Union members may be a part of the Club roster and participate in Club activities, but these students will not count towards the five (5) and ten (10) member requirements. These students also cannot hold any leadership/executive position in a club.
- 1.4.5 The Club must appoint or elect one (1) President, one (1) Vice-President, and two (2) Signing Officers. Only one (1) of the Signing Officers may be the President or Vice President. Other Executives may be added to the charter with a written request from the President, subject to approval by the Finance Coordinator.
- 1.4.6 Club Executives/Leaders may not hold any other elected, appointed, or hired position within the FSU, which includes, but is not limited to, positions on the FSU Executive Team and Student Administrative Council Board.
- 1.4.7 No student may hold the position of President or Vice President in more than one club.
- 1.4.8 Club Charters are only approved for the duration of the current academic year (September 1st to August 31st next year). Clubs that wish to return the following year must resubmit a Club Charter. Club Charters submitted for approval after March 1st must demonstrate that they will remain active within the following Summer Semester (May-August) to be considered for approval.
- 1.4.9 The Club must maintain and submit a current membership list every semester. The FSU may also request an up-to-date list at any time. Clubs are responsible for maintaining member records and providing up-to-date information to the FSU.

1.5 RIGHTS AND RESPONSIBILITIES

1.5.1 An FSU-approved club has the right to:

- i. Be listed online on www.fsu.ca as an official Club.
- ii. Book tables to promote their club and its events/activities at the FSU Clubs Day. Reserve available rooms and space at the FSU for Club meetings and events. Some restrictions apply as outlined in Section 1.8, and as determined by the Finance Coordinator and/or the FSU Administrative Services Staff.
- iii. Request and use Club Locker space. Some restrictions apply, as outlined in Section 1.9.
- iv. Create posters to advertise the Club and its activities. These posters must be pre-approved by the Finance Coordinator and/or the FSU Administrative Services Staff, and follow Fanshawe College's Respectful College Community and Prevention of Harassment and Discrimination policy.

1.5.2 Every approved Club has responsibilities to the FSU and its members. All Clubs must:

- i. Follow all relevant FSU and Fanshawe College policies and procedures.
- ii. Maintain regular contact with the FSU Finance Coordinator and the FSU Administrative Services Staff and respond to communications in a timely manner.
- iii. Submit semester Financial and Activity Reports on all club events and activities. For templates and more information, refer to Appendix #2 - Club Semester Activity Report and Appendix #3 - Club Financial Report.
- iv. Submit a Club Event/Activity Application form at least one (1) week in advance of any planned Club Event. For more information, refer to Appendix #4 - Club Event/Activity Application.
- v. Make note of any third party/Fanshawe College department involvement in the Club Charter. Third-party organisations are defined as organisations or groups existing outside of the Fanshawe College community, including, but not limited to, charitable organisations, local community groups, and professional associations. Clubs must also provide the FSU with a copy of the third-party organisation's Certificate of Liability Insurance.
- vi. Report any funds collected by the club and submit those funds to the FSU to be deposited into their club account. A receipt will be issued for every transaction.

1.5.3 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. Disciplinary action may include suspension or revocation of the Club Charter.

1.6 CLUB EVENTS AND ACTIVITIES

- 1.6.1 The purpose of Club Events is to promote and encourage campus/student life, culture, and community awareness, as well as foster a sense of community and belonging for students. Events may also be fundraisers for the Club and/or a charity. It is a Club's responsibility to submit a Club Event/Activity Application form at least one (1) week in advance of any planned Club Event or Activity to the FSU Finance Coordinator and/or the FSU Administrative Services Staff.
- 1.6.2 Clubs may request the use of the FSU/Fanshawe College spaces for events or activities. Proper booking protocol must be followed.
- 1.6.3 Funding for Club Events or Activities is available based on reimbursement. Please see Section 1.7 - Club Funding and Financial Activity, for more information.
- 1.6.4 The FSU will not approve athletic or sporting activities for any Club.

1.7 CLUB FUNDING AND FINANCIAL ACTIVITY

- 1.7.1 All ratified Clubs with ten (10) or more members are automatically qualified to receive Club Funding. Membership eligibility is determined according to the requirements outlined in Section 1.4.2. Clubs that have funding must appoint or elect two Signing Officers. This information must

be included in the Club Charter.

- 1.7.2 Club funding is available for a maximum of \$750.00 per academic year (September-August). This money is available to subsidise approved Club activities, encourage campus and student life, fund special Club events and promote the Club.
- 1.7.3 Funding is based on reimbursement for expenses incurred in the planning and organisation of Club activities, as well as the purchase of Club supplies. The FSU will not reimburse the purchase of alcohol and/or illegal goods.
- 1.7.4 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.
- 1.7.5 Direct billing to a Club account is available for some on-campus services at the discretion of the Finance Coordinator/FSU Administrative Services Staff (e.g. printing posters).
- 1.7.6 Clubs have the responsibility to report any funds collected and deposit those funds into their Club account with the FSU and maintain detailed and updated financial records using the Semester Financial Report. Refer to Appendix #3 - Club Semester Financial Report and Appendix #7 - Club Deposit Form.
- 1.7.7 When a Funding Reimbursement Form is received, the Finance Coordinator and/or the FSU Administrative Services Staff will review the completed form. If the reimbursement request is approved, a cheque will be issued in the names of both the Signing Officers. Refer to Appendix #5 - Club Funding Reimbursement Form for more information.
- 1.7.8 All Funding Reimbursements must be submitted to the FSU office within the current academic year (September-August). If the Club is active or ratified during the Fall or Winter Semesters, Funding Reimbursements must be submitted to the FSU Office by the end of April. If the Club is active or ratified within the Summer Semester, all Funding Reimbursements must be submitted to the FSU office by the end of August.
- 1.7.9 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 set etc.).
- 1.7.10 Clubs that fundraise for a charitable organization may deposit those funds with the FSU and request a cheque payable to the organization. This may be done by filling out the Club Donation Request Form. Refer to Appendix #6 - Donation Request Form for more information.

1.8 CLUB ROOMS

- 1.8.1 All ratified Clubs may book club rooms through the FSU office.
- 1.8.2 Club Rooms are available on a first-come, first-served basis and must be booked at least two (2) days prior to use.



- 1.8.3 Club Rooms can be booked by contacting the FSU Front Desk or the FSU Administrative Services Staff. In order to finalise bookings, all requested meeting information must be provided.
- 1.8.4 The Club is responsible for the use of the room and its proper maintenance. Any damage or missing property will be the responsibility of the Club.
- 1.8.5 The Club Rooms are meant for Club meetings and/or events. They are not meant to be used as homework labs, study groups, or personal social gatherings.
- 1.8.6 The FSU reserves the right to revoke access to the Club Rooms if clubs treat the space improperly or fail to follow these guidelines.

1.9 LOCKER STORAGE

- 1.9.1 Each Club may apply for one (1) locker storage space through the FSU Office. The application can be found online through the FSU Website. Refer to Appendix #8 - [Club Locker Space Application](#).
- 1.9.2 Locker space will be issued on a first-come, first-served basis.
- 1.9.3 Lockers are to be used for Club materials only – not homework or personal belongings.
- 1.9.4 Locker use is available as long as a Club Charter is active. The locker application must be renewed every academic year, along with the Club Charter.
- 1.9.5 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.**
- 1.9.6 The FSU reserves the right to revoke locker privileges if clubs treat the space improperly or fail to follow these guidelines.

1.10 **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](#)

1.11 **APPENDICES – hyperlinks**

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

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

1.11.2 All forms and documents noted in the appendices above, along with this policy, are available online at www.fsu.ca/clubs.



**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 FSU Finance Coordinator.

Name (*Print*)

Signature

Student Number

Date

Witness (FSU Finance Coordinator and/or the FSU Administrative Services Staff):

Name (*Print*)

Signature