



POLICY: **CLUB/ASSOCIATION POLICY**
APPROVED: September 2019

PURPOSE: The purpose of this Policy is to govern and uphold the interests of the Seneca Student Federation, Club/Association members, students and the operation of the recognized Clubs/Associations sanctioned under the Seneca Student Federation's By-laws and Policies.

SCOPE: This Policy applies to the students and affiliates involved in the creation, membership and activities of sanctioned Clubs/Associations operating under the Seneca Student Federation.

DEFINITIONS: What is a Club/Association? A Club/Association may be one of the following:

Common Interest

A Common Interest Club/Association is a group of individuals who come together to share topics, interests, or concerns. These groups exist for the purpose of networking, exchange of information, socialization, and friendship/relationship building.

Program Related

A Club/Association related to a program is intended to connect students who belong to a program, or group of programs at Seneca College. These groups exist for the purpose of professional networking, professional development and student life within the program.

Cultural/Religious

These Clubs/Associations exist as a space for students who belong to a particular country, community, religion or minority group. These groups are primarily social, but also conduct awareness activities to showcase their culture or religion the students belong to.

CLUB FEE PAYING: A student who has paid the Seneca Student Federation Club Fee. This fee is paid at the time of registering to be a student at Seneca College. Students not paying this ancillary fee may not be an Executive or a member of any SSF Club/Association.

ACTIVITY FEE PAYING: A student who has paid the SSF Activity Fee may participate in programming and activities on campus, i.e. Club/Association-related events, International Days, BINGO, entertainment during pubs, games days, guest speakers, Black History Month, etc.. (Students not paying the SSF Activity Fee will result in not being eligible to participate in SSF events/services. The SSF may provide an option for students to pay a

premium fee at the time the event/service is being offered. This decision will be made at the discretion of the SSF).

**ATHLETIC/
PHYSICAL:** Athletic/physical is a term encompassing the human competitive sports and games requiring physical skill, and the systems of training that prepare athletes for competition performance.

STUDENT: A person enrolled in Seneca College who attends classes in a course to attain the appropriate level of mastery of a subject under the guidance of an instructor and who devotes time outside class to do whatever activities the instructor assigns that are necessary either for class preparation or to submit evidence of progress towards that mastery.

1. Club/Association Application and Sanctioning Requirements

- i) All Clubs/Associations shall run in accordance with the Seneca Student Federation (SSF) By-laws, SSF Policies, including the SSF Club/Association Policy, as well as Seneca College's Student Code of Conduct.
- ii) When applying to be a Club/Association, Club Fee paying students must follow the procedures as outlined using the Social Hive website (<https://socialhive.ssfinc.ca>). All Club/Association-related information can be found there.
- iii) The complete Club/Association Application Package will be presented to the Local Branch Council for sanctioning consideration. If the Club/Association Application Package is approved, the SSF will then contact the Club/Association to schedule a meeting for mandatory training of all three Club/Association Executives (President, Vice President & Secretary/Treasurer). All three Club/Association Executives must receive training at the same time. If the Club/Association Application is rejected, the Club/Association will be notified with suggested changes, or an explanation as to why the application was rejected.
- iv) Clubs/Associations eligible for sanctioning fall into the following categories:
 - Common Interest
 - Program-related
 - Cultural/Religious
- v) Clubs/Associations not eligible for sanctioning, fall into the following categories, but are not limited to:
 - Club/Association history (i.e. Club/Association who has been de-sanctioned)
 - Legal, ethical and appropriateness for a College environment
 - Liability exposure and insurance risk
 - Political and outside organizations
 - Sports/sports-related

- vi) Clubs/Associations will be sanctioned throughout the academic year, however; will have to renew their membership at the beginning of every semester. All sanctioned Clubs/Associations will be verified each semester by the SSF (after day 10) to ensure their membership consists of current full-time students who have paid the Club Fee.
- vii) To maintain Club/Association status, any changes to the Club/Association structure including, but not limited to, Club/Association Constitution and Executive, must be approved by the SSF Local Branch Council (LBC). Any changes must be reported to the SSF Local Branch Council office within five (5) business days of the change.
- viii) Clubs/Associations wishing to return the following year (September) must resubmit their Club/Association Constitution.
- ix) Club/Association Executives (President, Vice President and Secretary/Treasurer) must attend mandatory Club/Association Training (all members welcome, with notice) in order for the Club/Association to be sanctioned.
- x) Club/Association Executives must maintain effective communications with the SSF and attend SSF Local Branch Council meetings as requested.
- xi) No Club/Association shall enter into a contract with any outside or in-house organization. A contract is defined as a written or spoken agreement, especially one concerning employment and/or sales that is intended to be enforceable by law.
- xii) Clubs/Association may not receive sponsorship from any source without approval by the SSF.
- xiii) No Club/Association shall have the word “Federation”, “Council”, “Union” in their Club/Association name.
- xiv) All Club/Association Executives must sign the Statement of Responsibility (found on Social Hive), agreeing to all elements of the Seneca Student Federation Club/Association Policy.
- xv) SSF Clubs/Associations are required to participate in the mandatory Club Fest at their campus (each semester)
- xvi) SSF Clubs/Associations must meet a minimum of two (2) times each semester. At the end of each semester, the Club/Association is required to produce a comprehensive report of the Club/Association’s activities for the entire semester. This report is to be provided to the SSF Local Branch Council within ten (10) business days following the end of the semester. It is the responsibility of the Club/Association President to produce this report.

2. Club/Association Eligibility

- i) Clubs/Associations may only have a membership that consists of full time Seneca students who have paid the Club Fee (ancillary fee). This fee must be paid each semester. To be an eligible member, the student is:
 - **A full time day student who has paid the Seneca Student Federation Club Fee. This fee is paid at the time of registering to be a student at Seneca College. Students not paying this ancillary fee may not be an Executive or a member of any SSF Club/Association.**
- ii) In order to be considered for sanctioning, a Club/Association must consist of ten (10) eligible members (3 Executives plus 7 Members).
- iii) The Club/Association must elect the following Executive positions:
 - One (1) President
 - One (1) Vice President
 - One (1) Secretary/Treasurer
- iv) If/when the position of Club/Association President becomes vacant (due to graduation, etc.), the position may be filled by the Club/Association Vice President or Club/Association Secretary/Treasurer. Should both the Vice President and the Secretary/Treasurer wish to fill the position of President, an election (done through Social Hive) of eligible Club/Association members must take place. An election (done through Social Hive) will then be held to determine the Vice President and/or Secretary/Treasurer.
- v) Clubs/Associations are open to all Club Fee-paying students regardless of age, gender, religious or cultural beliefs. Any instances where individuals are restricted from participation with a specific Club/Association should be reported immediately to the respective SSF Coordinator and/or SSF Vice President at their campus.
- vi) The Seneca Student Federation has sole authority to create/sanction student Clubs/Associations on campus, **exempting athletic groups**, and has the right to approve or deny any application or to withdraw previously granted Club/Association sanctioning. The Club/Association Application Package has been compiled to provide clear guidelines as to the requirements of obtaining Club/Association sanctioning and the requirements of maintaining sanctioning once it has been granted.
- vii) Individual students and student groups are responsible for conducting their activities in a manner consistent with the Seneca College Student Code of Conduct and the Seneca Student Federation Incorporated By-laws and Policies. The Seneca Student Federation Incorporated shall not discriminate on the basis of race, sex, nationality, disability, religion, political beliefs, sexual orientation, age or other non-merit reasons when considering Club/Association Application Packages. This should also be stated in the Club/Association's Constitution.

- viii) To ensure all Club/Association membership continues to be filled by enrolled students in a full-time program, the Seneca Student Federation (LBC) will monitor Club/Association membership to ensure all members have paid the SSF Club Fee.
- ix) Each student may be an Executive member in **one Club/Association only**. Students may be a regular member in many Clubs/Associations.
- x) Elected members of the Seneca Student Federation (SSF Council/SSF Board of Directors members) and any SSF part-time student staff may not fill the role of an Executive on any Club/Association.
- xi) Mandatory Club/Association membership fees are not permitted.
- xii) Club/Association membership can be revoked at any time for violating the Seneca College Student Code of Conduct, SSF Club/Association Policy, SSF By-laws and other applicable Policies of the Seneca Student Federation.
- xiii) Club/Association Faculty Advisors are permitted, but are not members of the Club/Association. If a Club/Association has an Advisor, they will be used as a consultant for the Club/Association only, and must adhere to the same Policies as members. Faculty Advisors may not influence or organize any Club/Association activities and may not participate in the decision-making process of Club/Association Executives, as well as the election/appointments of Club/Association Executives.

3. Club/Association Events and Advertising

- i) The purpose of registered and SSF approved Club/Association events are to promote and encourage campus/student life, cultural and community awareness and cultivate a sense of community and belonging for students. Events may also be a fundraiser for the Club/Association and/or a charity.
- ii) In order for a Club/Association to have an event considered, an Event Proposal/Budget Request form (found on Social Hive) must be submitted to their Local Branch Council office at least twenty (20) business days weeks prior to the proposed date of the event.
- iii) Off campus events will be considered on a case-by-case basis.
- iv) Clubs/Associations will be informed within ten (10) business days if their Event Proposal/Budget Request has been approved. Events must be open to all Activity Fee paying students and may not be limited to specific groups, i.e. program-related. If approved, the event, other than a fundraising event, will automatically become a joint event between the Club/Association and the Seneca Student Federation. The event will then be planned and executed by both the Club/Association and the Seneca Student Federation. Funding for the event, as determined by the Seneca Student Federation will then be provided by the SSF. Events must be open to all Activity Fee paying students.

- v) Event posters must meet the Seneca Student Federation requirements, be approved by the SSF and contain the SSF logo. Posters must be submitted via e-mail prior to printing, at least ten (10) business days before the event, for approval. Approved posters will be posted by the Seneca Student Federation in only authorized SSF bulletin boards. Posting guidelines vary depending on the campus. Club/Association executives must speak to the SSF Local Branch Council to determine posting policies at their campus.
- vi) Clubs/Associations are not permitted to post advertisements of any kind related to their Club/Association and/or events, off campus. Club/Association advertisements is only permitted on Seneca College property.
- vii) Club/Association photocopying will be done by an SSF Council member and/or an SSF part-time staff. The number of photocopies will be tracked by the Local Branch Council and become part of the Club/Association's budget. To request photocopying, a Club/Association Executive must complete a Photocopying Request Form (found on Social Hive) and submit it to their Local Branch Council at least three (3) business days prior to the time the copies are needed. All flyers/posters must adhere to the SSF Posting Policy and must contain the SSF logo.
- viii) All Club/Association social media requests must be submitted to the Seneca Student Federation for posting at least one week prior to event.
- ix) Room and Table Booking Request Forms (found on Social Hive) are to be submitted via Social Hive at least five (5) business days in advance of the booking.
- x) Within five (5) business days of the Club/Association's event, members must produce a completed Event Post Mortem Form (found on Social Hive) which is provided to their Local Branch Council.

4. Funding

- i) Funding, up to \$100.00 per fiscal year (May 1 to April 30) is provided to sanctioned Clubs/Associations for the purpose of promotions and recruitment only, subject to SSF approval. Any Club/Association that is inactive for one year will lose any funds previously available to them and will be returned to the SSF Club/Association general budget. Any products (banners, art supplies, etc.), purchased using the \$100.00 allotment, is to be considered SSF property and must be returned to the SSF.
- ii) Club/Association funding operates on a reimbursement basis. All Club/Association purchases must be approved by the Seneca Student Federation. Reimbursement will only be given for preapproved purchases. Completion of the Club/Association Reimbursement Request Form (found on Social Hive) must be completed and accompanied by original receipts. Photocopies of receipts will not be accepted. Purchases made without SSF approval will not be reimbursed by the Seneca Student Federation.

- iii) Club/Association finances must be managed through the Seneca Student Federation office at the campus where the Club/Association is active. External financial institutions are prohibited. There are no exceptions.

5. Fundraising

- i) Clubs/Associations wishing to fundraise must complete an Event Proposal/Budget Request form and submit this form at least twenty (20) business days before the proposed date and must be approved by the SSF. Fundraising may be for the Club/Association or a registered Charity. Only registered charities may receive funds. Fundraising for personal gain is not permitted.
- ii) Clubs/Associations will be informed within ten (10) business days if their Event Proposal/Budget Request has been approved.
- iii) If the Seneca Student Federation approves a budget for fundraising, this financial commitment from the SSF should be considered a loan, which must be returned after the fundraising event. Funds raised over and above the SSF's contribution will then be deposited into the Club/Association's account with the SSF. All fundraised money must be counted with SSF staff and be deposited by SSF staff. An SSF staff must be present during the event to count the money with a Club/Association representative.
- iv) Clubs/Associations who raise funds for a registered charity shall deposit the funds with the Seneca Student Federation who will arrange for either a cheque, or an online donation. Such requests are to be made through the completion of the Club/Association Reimbursement Request form.
- v) Club/Association fundraising will not subsidize the cost of membership to an outside organization, fund the purchase of personal equipment, be used to purchase alcohol, fund non-Club/Association-related outings, or pay solely for year-end parties.
- vi) Clubs/Associations are responsible for maintaining an accurate record of their financial transactions.

6. Club/Association Space on Campus

- i) Club/Association space is available at King, S@Y and Newnham campuses. Space at Markham campus will be booked upon request.
- ii) All sanctioned SSF Clubs/Associations may book this space through their Local SSF Branch Council office.
- iii) Club/Association space is available on a first come, first served basis.
- iv) The Club/Association is responsible for use of the room and its proper maintenance. Any damage or missing property will be the responsibility of the Club/Association.

Club/Association space must be left in a clean manner, i.e. no garbage left behind, furniture/tables moved back to their original position, etc.. Clubs/Associations may post Club/Association specific postings in the room, but only for the time they are using the space. All Club/Association related postings must be removed once they leave the space. All Club/Association postings must adhere to the SSF Posting Policy. The Club/Association space is a generic space.

- v) The Club/Association space on campus is meant for Club/Association meetings and/or events. They are not meant to be used as a homework lab, for study groups, or personal social gatherings. Clubs/Associations wishing to book SSF allocated space, must do so through their SSF Local Branch Council office.
- vi) The Seneca Student Federation reserves the right to revoke access to the Club/Association space if the Club/Association treats the space improperly or fails to follow these guidelines.

7. Club/Association Discipline Process

- i) Any contravention of the Seneca Student Federation Club/Association Policies, the Seneca Student Federation By-laws & Policies and the Seneca College Student Code of Conduct will result in a five step disciplinary process. These steps may be escalated at the discretion of the Seneca Student Federation.

Step One

Written warning sent to the Club/Association Executive stating the contravention.

Step Two

The Club/Association Executive will attend a meeting to discuss the issue with the Seneca Student Federation. The meeting will be documented for two (2) years. Failure to attend the meeting will put the Club/Association onto Step Three.

Step Three

Club/Association activity will be suspended for a ten (10) business days. This includes but is not limited to, room bookings, events, and other Club/Association-related activities.

Step Four

Club/Association activity will be suspended for one (1) semester. This includes, but is not limited to, room bookings, events, and other Club/Association-related activities. As well, this includes the removal of Club/Association sanctioning/recognition.

Step Five

Club/Association activity will be suspended for one (1) full calendar year. Club/Association recognition from the Seneca Student Federation will be removed and activity suspended until the following calendar year. Members who contravene these Policies are not eligible for Club/Association Executive roles for one calendar year.

- ii) Should a member of a Club/Association have a grievance, complaint or concern, they may complete and submit to their SSF Local Branch Council office, a completed Student Complaint Form (found on Social Hive). Every effort will be made by the Seneca Student Federation to assist the student in resolving any issues they may have.

8. Club/Association Appeal

- i) The Seneca Student Federation is committed to ensuring that the treatment of Club/Associations is fair and consistent with the Club/Association Policy, Seneca Student Federation Policies, and applicable College policies. In the event that there may be a breach of this understanding, Clubs/Associations may appeal before the SSF.
- ii) Clubs/Associations who believe that they have the basis for appealing for Club/Association-related issues, shall first attempt to resolve the matter informally through their SSF Local Branch Council. If the dispute cannot be resolved through this process, the Club/Association may proceed to formally appeal to an ad-hoc Club/Association Appeal Committee provided by the SSF. This committee will consist of the SSF President, SSF Executive Director, SSF Campus Manager, an SSF Vice President from a different campus; and a Club/Association executive from a different Club/Association.
- iii) The SSF shall not hold bias against Clubs/Association Executives who have raised matters of concern under this policy.