



POLICY: **CLUB POLICY**  
APPROVED: September 2020

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**PURPOSE:** The purpose of this Policy is to govern the sanctioning, administration, and activities of Clubs at Seneca College recognized by the Seneca Student Federation (SSF) and uphold the interest of club members.

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

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

Club: A club is an association of people united by a common interest or goal.

Constitution: a body of fundamental principles or established standards according to which a club is acknowledged to be governed.

Fiscal year: The financial year for the SSF beginning May 1<sup>st</sup> (Summer) and ending the following April 30<sup>th</sup> (Winter)

SSF Member: A current full-time fee-paying student enrolled at Seneca College of Applied Arts and Technology.

Types of Clubs:

Common Interest

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

Cultural/Religious

These Clubs 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.

Program-Related

A Club to connect students who belong to a program or group of programs at Seneca College. These groups exist to facilitate professional networking, professional development and improve student life within the program.

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# Club Application and Sanctioning Requirements

The Seneca Student Federation has sole authority to create and sanction student Clubs on campus, **except for Athletic groups**. The SSF has the right to approve or deny any application or to withdraw previously granted Club sanctioning.

- i) A Club Application must be submitted to the SSF for sanctioning using the SSF Club Application Procedure. If a Club Application is not accepted, the Club will be notified as to why the application was rejected.
- ii) All Clubs shall run in accordance with the Seneca Student Federation By-Laws, Policies, Procedures and Seneca College policies.
- iii) The Seneca Student Federation Incorporated shall not discriminate on the basis of citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression when considering Club Applications.
- iv) Clubs may not be sanctioned for the following, but not limited to:
  - Club history (i.e., Club who has been de-sanctioned)
  - Legal, ethical and appropriateness for a College environment
  - Liability exposure and insurance risk
  - Political and outside organizations
  - Similar clubs already sanctioned by the SSF (70% of club members must be different).
  - Athletic groups
- v) Clubs eligible for sanctioning fall into the following categories:
  - Common Interest
  - Program-related
  - Cultural/Religious
- vi) Club requirements will be conducted at the beginning of each semester by the SSF to ensure club requirements are met with Club status and funding levels may be adjusted and altered accordingly.
- vii) No Club shall have the word “Federation” or “Council” or “Union” in their Club name.
- viii) To be considered for sanctioning, a Club must consist of ten (10) eligible members (inclusive of the three (3) executives listed in ix below)

ix) All Clubs must include the following Executive positions:

- One (1) President
- One (1) Vice President
- One (1) Treasurer

No other Executive positions will be permitted, nor would they be recognized by the SSF.

If/when the position of Club President becomes vacant, the position may be filled by the Club Vice President or Club Treasurer.

- a. Should both the Vice President and the Treasurer wish to fill the position of President, an election, facilitated by the SSF, will take place within five (5) business days of notification to SSF to determine the successful candidate for the vacant position.
- b. If the position of Vice President or Treasurer becomes vacant, Nominations will be open to all current Club members.
- c. If more than one candidate is interested in the position, an election within the current club membership, facilitated by the SSF, will be held within five (5) business days of the closing of the nomination period to determine the successful candidate for the vacant position.

In the event where all executive positions have become vacant, an open election will be held to current club members, facilitated by the SSF.

- viii) All Club Executives must sign the Statement of Responsibility.
- ix) All Club Executives must complete the mandatory training.
- x) A Club Constitution must be submitted for Sanctioning
- xi) Club Executives must attend SSF meetings as requested.
- xii) No Club shall enter into a contract. (A contract is defined as a written or spoken agreement, especially one concerning employment or sales that is intended to be enforceable by law.)
- xiii) Clubs may not receive sponsorship from any source without approval by the SSF.
- xiv) SSF Clubs must meet as required to conduct and approve club business.
- xv) Within ten (10) business days following the end of each semester, the Club President must submit a report which includes the number of new members, any fundraising activities, events briefing, and areas of concern or support needed from SSF.
- x) Club membership may consist of SSF Members only.

- x i) Clubs are open to all SSF Members regardless of citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression.  
Any instances where individuals are prohibited from participation with a specific Club must be reported immediately to the SSF.
- x ii) Each student may be an Executive member of one Club only. Students may be a regular member in as many clubs as they want.
- x iii) Elected or Acclaimed members of the Seneca Student Federation (SSF Council and SSF Board of Directors members) may not start any Clubs or be Members or Executives of any Club.
- x iv) Any SSF part-time staff cannot be an Executive in any Club. However, they may be a member of Clubs.
- x v) SSF part-time staff that holds membership with any club may not volunteer to perform tasks that typically would be charged to any other club. Breaching this Policy may lead to disciplinary actions according to SSF Policies.
- x vi) Club membership fees are not permitted.
- x vii) Club membership may be revoked at any time for violating the SSF By-laws, policies, procedures, or Seneca College policies.
- x viii) Club Faculty Advisors are permitted but are not members of the Club. A Club Faculty Advisor is to be a consultant for the Club only and must adhere to the same Policies as members.

## Funding

Club Funds are to run approved events, fundraising, and awareness of the Club.

- i) Clubs are given a base budget of \$200 for each semester for which they are sanctioned. In addition to the base budget, a club will receive additional amounts as follows:
  - 21 – 50 members - \$100/semester
  - 50+ members - \$250/semester
- ii) The Seneca Student Federation must approve all Club expenses. Reimbursement will only be for approved expenses. Completion of the Club Reimbursement Request Form must be completed and accompanied by original receipts.

- iii) The Seneca Student Federation will maintain club funds; therefore, clubs will not be permitted to have their own accounts at financial institutions.
- iv) SSF provided budgets will not carry over each fiscal year; however, Club raised funds will be kept in trust by the SSF and carried forward.
- v) Club funds cannot be used to:
  - subsidize the cost of membership to an outside organization,
  - political parties,
  - fund the purchase of personal equipment,
  - purchase alcohol,
  - fund non-Club-related outings,
  - any course, activity, or service by any person employed by Seneca College,
  - or year-end parties.

The preceding is a list of most common expenses the SSF will not fund, however, the SSF reserves the right to restrict other requests at their discretion.

- vi) Funding will be limited to SSF Members only.

## **Club Events and Advertising**

- i) Club Events are to achieve the mandate of the Club.
- ii) In order for a Club to have an event considered, an Event Proposal/Budget Request Form must be completed at least fifteen (15) business days before the proposed date and must be approved by the SSF. The approved event will be considered a joint event between the Club and the SSF.
- iii) Any Club raised funds will be utilized for Club requests prior to SSF allocated Club funds.
- iv) Clubs will be informed within five (5) business days of submitting their proposal if their Event Proposal/Budget Request has been approved.
- v) Event posters must meet the Seneca Student Federation requirements and be approved by the SSF.
- vi) Club approved photocopying will be provided by the SSF through the respective campus office. The cost will be deducted from SSF allocated Club funds.
- vii) All Club social media requests must be submitted to the Seneca Student Federation for posting at least five (5) days prior to the event.
- viii) Room and Table Booking Request Forms are to be submitted at least five (5) business days in advance of the booking using the approved request method.

- ix) Five (5) business days after the Club's event, members must produce a completed Event Post Mortem Form and provide it to the SSF.
- x) A Club must host a minimum of one (1) event/activity per semester. Clubs failing to do so will not be eligible for funding from the SSF.

## Fundraising

- i) Clubs wishing to fundraise must complete an Event Proposal/Budget Request form and submit this form at least fifteen (15) business days before the proposed date and must be approved by the SSF. Fundraising may be for the Club or a registered Charity. Only charities registered with Canada Revenue Agency (CRA) may receive funds raised by the Club. Fundraising for personal gain is not permitted.
- ii) Clubs will be informed within five (5) business days after the request has been received if their Event Proposal/Budget Request has been approved.
- iii) Clubs cannot donate any SSF allocated funds; they must host a fundraiser where only the proceeds are donated. All raised funds must be deposited with the SSF.
- iv) The Seneca Student Federation will arrange for either a cheque or online donation to the charity.
- vii) Club fundraising cannot be used to:
  - subsidize the cost of membership to an outside organization,
  - political parties,
  - fund the purchase of personal equipment,
  - purchase alcohol,
  - fund non-Club-related outings,
  - any course, activity, or service by any person employed by Seneca College,
  - or year-end parties.

## Club Space on Campus

- i) Club space is available at King, S@Y, and Newnham campuses.
- ii) All sanctioned SSF Clubs may book dedicated club space.

- iii) 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. Club space must be left in a clean manner, i.e., no garbage left behind, furniture/tables moved back to their original position, etc. Clubs may post Club specific postings in the room, but only for the time they use the space. All Club related postings must be removed once they leave the space. All Club postings must adhere to the SSF Posting Policy.
- iv) The Club space on campus is meant for Club meetings or events. They are not meant to be used as a homework lab, study groups, or personal social gatherings.
- v) The Seneca Student Federation reserves the right to revoke access to the Club space if the Club treats the space improperly or fail to follow these guidelines.

## Complaints

A Club member with concerns regarding a Club Executive, member, or activity may complete and submit a Student Complaint Form. Every effort will be made by the Seneca Student Federation to assist the student in resolving any issues they may have.

## Club Discipline Process

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

### Step One - Warning

The SSF will send a written warning sent to the Club Executives stating the contravention.

### Step Two - Meeting

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

### Step Three - Suspension

Club activity will be suspended for a term decided by the SSF based on the situation at hand. Suspensions may include but are not limited, room bookings, events, and other Club-related activities. Another option the SSF may decide to take is to defund the Club for a specific term.



#### Step Four – Revoking Club Status

A club status may be revoked at this Stage for the remainder of the academic year and up to one additional Academic year. Other sanctions may be placed on Club Executives or members including, but not limited to, Club membership privileges. Seneca College may take further action if deemed necessary.

## **Club Appeal**

The Seneca Student Federation is committed to ensuring that Clubs are treated fairly and consistent with the Club Policy, Seneca Student Federation By-Laws and Policies, and applicable College policies. If there is a breach of this understanding, Clubs may appeal before the SSF.

Clubs who believe that they have the basis for appealing for Club-related issues shall first attempt to resolve the matter informally with the SSF. If the dispute cannot be resolved through this informal process, the Club may proceed to formally appeal to an ad-hoc Club 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 executive from another Club.

The SSF shall not hold a bias against Clubs Executives who have raised matters of concern under this Policy.