



## Fleming SAC Policy

**Policy Title:** Clubs

**Policy ID:** 3-103

**Manual Classification:** Operating Policies

**Approved by General Manager:** October 2023

**Next Review Date:** May 2025

**Administrative Contact for policy interpretation:** General Manager

**Linked to an Operating Procedure:** 3-103 OP Clubs

### Policy Statement

Fleming SAC believes that clubs play a vital part of the student experience and that students should be given the opportunity to gather with like minded individuals and share in experiences that make their time at college better. Fleming SAC supports the formation of clubs as an integral part of student life.

### Purpose

The Purpose of this Club Policy is to establish guidelines and expectations for the operation and management of sanctioned clubs within Fleming SAC. It aims to promote inclusivity, safety, and a positive environment for all club members.

### Scope

This policy applies to the students and affiliates involved in the creation, membership, and activities of approved clubs operating under the Fleming SAC.

### Definitions/Acronyms

**Annual General Meeting** means the annual meeting hosted by Fleming SAC in October.

**Club Executives** means an individual who voluntarily help manage a club. There can be multiple executives within a club, each dealing with a specific role. Club executives must have paid appropriate ancillary fees.

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

**Fleming SAC** means the Fleming College Student Administrative Council.

**Fleming SAC Clubs** means a group of students united by a common interest in a particular area that is created by students for students which has been ratified by Fleming SAC as a club. Clubs are only open to students of Fleming College (Sutherland Campus)

**General Member** means individuals who are students who join and participate in club affairs.

**PSE Coordinator** means the Program and Student Engagement Coordinator at Fleming SAC.

### General Principles

1. Fleming SAC will ensure that all recognized Clubs are established within one or more of the categories approved by Fleming SAC. They are:
  - a. **Common Interest Clubs** – 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.
  - b. **Cultural/Religious Clubs** – 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.

- c. **Program-Related Clubs** – A club connected to students who belong to a program or group of programs at Fleming College. These groups exist to facilitate professional networking, professional development, and improve student life within a program.
2. The Fleming SAC has sole authority to create and sanction student clubs on campus. The Fleming SAC has the right to approve or deny any application or to withdraw previously granted club sanctioning.
  - a. Under these terms, Fleming SAC will not attempt to censor, control, or interfere with any existing club on the basis of its philosophy, beliefs, interests, or opinions expressed unless and until these lead to activities which are illegal, violate the Fleming SAC Clubs Policy, Fleming SAC By-laws, core values of Fleming SAC, Fleming College policies and procedures, or infringe upon the rights and freedoms of others. The status of sanctioned clubs is a privilege, not a right.
  - b. The ratification of a club shall only be completed in compliance with Fleming SAC club procedures.
3. Fleming SAC will not sanction or ratify a club which:
  - a. Have a history of policy violations
  - b. Are not legal, ethical, or appropriate for a college environment
  - c. Have exposure to liability and insurance risk
  - d. Affiliate themselves with political parties and/outside organizations
  - e. Are similar to already established clubs sanctioned by Fleming SAC.
  - f. Athletic Groups that fall under programs offered through Fleming Athletics.
4. All approved clubs, their executives, and their general members must adhere to the principles set by the Fleming SAC's By-laws, Operating policies & procedures, and any respective club constitution (where applicable). Club Members must also adhere to all Fleming College Policies and Procedures.
5. Every club shall be unique from all other Fleming SAC clubs and Fleming SAC services.
6. Fleming SAC 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 a club application.
7. All Clubs must be open to all full-time and part-time students at Fleming College regardless of citizenship, race, place or origin, ethnic origin, colour, ancestry, disability, age, creed, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, or any other protected rights.

All instances where an individual has been prohibited from participation from a specific Club must be reported immediately to the Fleming SAC.
8. No Club executive is a legal signing authority of Fleming SAC and therefore cannot sign any legal documents (i.e., contracts, leases, agreements, etc.) on behalf of their club. All legal documents must be signed by a designated Fleming SAC signing authority.
9. No Club shall have the word "Federation," "Council," "Union," or "Association" in the club's name.

10. Recognized Clubs shall not engage in activities which are commercial in nature. A recognized club cannot:
  - a. Have as a major activity a function that makes it a commercial organization seeking profits.
  - b. Provide services and goods at a profit when that profit is used for purposes other than those of the club or as a donation to a registered charity.
  - c. Pay monetary compensation to some or all its Club Executives or Club general members, except as a reimbursement for club expenses.
11. All constitutions adopted by a club must be approved by the PSE Coordinator and are not considered valid until given approval.
12. Clubs are required to disclose, in detail, any club relationship with on and off campus organizations other than Fleming SAC. The Fleming SAC reserves the right to approve or restrict a clubs internal or external partner(s).
13. The PSE Coordinator must approve the removal of any Club Executive before a club makes a motion to remove an executive.

### **Sanctions**

The sanction process is intended to hold clubs and their club executives accountable to all students and to their club membership. The PSE Coordinator has the right to automatically sanction a club or Club Executive depending on the severity of the infraction. Sanction processes are outlined by the Club Procedure.

14. A club, its members, and/or its Club Executive can be sanctioned for, but not limited to the following reasons where cause and severity is determined by the PSE Coordinator:
  - a. Committing an offense which contravenes any federal, provincial, or municipal laws.
  - b. Committing an offense which contravenes Fleming College Student Rights and Responsibilities.
  - c. Committing an offense or engaging in an activity that damages the reputation of Fleming SAC or Fleming College.
  - d. Breach any Fleming SAC By-laws or Club policies or procedures.
  - e. Breach any Fleming College Policy or procedure.
  - f. Failure to check and ensure all executive and general members have paid all applicable ancillary fees.
  - g. Misuse of Fleming SAC services or privileges; and/or
  - a. Failure to take adequate precautions to limit liability while hosting or participating in events or activities.
  - b. Reprimanding any student without the express written consent of the PSE Coordinator; and
  - c. Harassment/discrimination and behaviour that is not inclusive of all members.

### **Roles and Responsibilities**

15. The Fleming SAC PSE Coordinator is responsible for ensuring that Fleming SAC club policies and procedures are fully implemented and complied with, and that administrative tasks are completed for sanctioned clubs recognized by Fleming SAC.
16. In the event of Club succession, a Club's President shall be determined internally by the Club through a process agreed upon by existing club executives and clubs. If the succession is for the following academic year, an agreed upon process by all club

executives must be submitted for final sign off to the PSE Coordinator by the first Monday of the Month of April.

17. Club Presidents are responsible for ensuring their Club Executives and Club General Members have sufficient knowledge of Fleming SAC clubs' policies and procedures and that their activities and constitution are in compliance therein.
18. Each Club Executive is responsible for ensuring they have completed Club Training.
19. Fleming SAC is responsible for maintaining space on the Shared Drive for Club Executives to store their documents. Club Executives are responsible for maintaining all documentation related to operations, finances, and elections on the shared drive.
20. Each Club is responsible for sending two delegates to the Fleming SAC Annual General Meeting (AGM)
21. In the event a Club Executive member resigns or is removed, they are responsible to communicate the resignation to the PSE Coordinator in writing within ten (10) business days.

### **Non-Compliance Implications**

22. Violations of the Fleming SAC Clubs Policies and procedures may result in reputational, financial, and/or situational consequences to the Club and/or Fleming SAC. Clubs who fail to comply with these policy principles or related operating procedures, risk sanction and loss of status as a recognized club.

### **Related Documents**

Fleming College Policy 5-506: Student Rights & Responsibilities  
Fleming SAC By-law 1  
Fleming SAC Procedure 3-103 OP: Clubs  
Ontario Human Rights

### **Appendices**

### **Review/Revision Log**

**Summary of Changes**

**Date**