

Scarborough Campus Students' Union Policy Manual

OPERATIONAL POLICY – Club Recognition Policy

Adopted on October 26, 2015

Preamble

The Scarborough Campus Students' Union (SCSU) recognizes the rights of students to form clubs and associations at the University of Toronto Scarborough (UTSC) as a forum for expressing their views and meeting academic, social, religious, and cultural needs at UTSC. The SCSU provides a variety of services to student clubs in order to assist them in achieving their goals and provide support for their initiatives in order to enhance the experience of students at UTSC.

To ensure the appropriate and efficient distribution of SCSU services, the SCSU has adopted the following policy as the Club Recognition Policy.

General Description

The SCSU will recognize clubs in accordance with established guidelines as outlined below.

- The objectives and activities of groups seeking recognition should be seen as attempting to contribute to but not limited to educational, recreational, social or cultural values of the UTSC Community.
- All applications for club recognition must agree to all SCSU policies, by-laws and the constitution.
- Student levy groups are not eligible for recognition by the SCSU.
- SCSU recognized clubs must be open to all UTSC students. This inclusive policy is all encompassing and reflects on every aspect of club policy.
- The SCSU will not support clubs that partake in activities that are against the law of discriminatory as defined by the Ontario Human Rights Code and SCSU policies.
- The SCSU will not recognize any groups that practice any form of coercive (persistent mental, social and emotional pressure to join the group) techniques of their membership or potential membership, nor any student groups who are found to be associated with an outside body who practices coercion, or knowingly violates any of the procedures listed above.
- Clubs seeking recognition must maintain a bank account in the name of the clubs name. If not, the SCSU can help facilitate creating a new bank account.
- The SCSU reserves the right to request the clubs constitution.
- Clubs seeking recognition must have a membership of majority SCSU members.
- Clubs seeking recognition must submit a detailed and fully completed SCSU Club Recognition Form.
- There shall be at least one SCSU Clubs Training session per year. All SCSU Recognized Clubs are required to send at least one (1) representative to this meeting.
- If it is not possible for any executives of a club to attend, written request to VP Campus Life for alternate arrangements must be submitted and approved prior to the date of the Clubs

Training. Failure to attend or make alternate arrangements will result in disapproval of funding.

- o In the event illness, a medical note must be submitted to VP Campus Life 14 days after the Clubs training date.
- Clubs must obtain recognition by the Department of Student Life
- Club members are required to apply for SCSU Clubs Recognition annually
- The SCSU will not recognize all clubs who seek recognition. Recognition is only granted to clubs that meet the appropriate requirements as listed above.

Recognition Procedures

- All clubs seeking recognition must submit the following information to the SCSU VP Campus Life:
 1. A detailed and fully completed SCSU Club Recognition Application with the required documents.
 2. A list of the club executives, including telephone numbers, and working e-mail address.
 3. The names of student signing authorities.
 4. Disclosure of membership fees.
- The SCSU Club Recognition Application is located on the SCSU website at www.scsu.ca.
- All SCSU Recognized Clubs must apply for renewal for the following academic year starting May 1.
- Failure to receive Clubs Recognition will result in denial of access to SCSU services for clubs including clubs funding.
- All recognized clubs are required to report all changes of signing authorities, executive members, advisors and contact information on an ongoing basis.

Club Recognition Approval Process

- If recognition is granted, the organization will be sent an approval letter to the e-mail address provided.
- All sections of the Club Recognition Form must be completed in full and must be legible in order for it to be considered.
- The SCSU will not recognize more than one club of the same name.
- The Vice-President Campus Life may ask for a resubmission of applications if the application is deemed inaccurate or does not follow requirements as stated.

Conditions for De-recognition

- Should a complaint arise about a specific SCSU Recognized Club, the Clubs Committee will review the complaint. Should the club be found at fault, the club will be put on probation and if a second infraction were to occur the club will be de-recognized by a resolution of the Clubs Committee. The terms of the probation will be set by the Clubs Committee. After probation and de-recognition, the club will have a chance to appeal the decision by sending two executives to make a presentation to the following Clubs Committee meeting.
- Any one or combination of the following will be cause for de-recognition:
 1. Failure to comply with the language or the spirit of the Club Recognition policy in any way

2. Abuse of any SCSU services or privileges
3. Failure to take adequate precautions to limit liability while hosting or participating in events or activities
4. Committing an offence that is contrary to federal, provincial, municipal laws or SCSU policies and procedures
5. Failure to attend at least one SCSU Clubs Training session
6. Not following appropriate clubs funding procedure
7. Failure to hold a fair election for positions of the board and executive
8. Failure to submit elections results

Student Club Privileges

Student clubs recognized by the SCSU will have access to many SCSU services including:

1. Clubs funding
2. Table Booking in the Student Centre
3. Room Booking in the Student Centre
4. SCSU Equipment Rentals
5. Postering on SCSU boards
6. Help with constitution writing, event planning, financial planning and planning elections
7. Rex's Den venue booking
 - (i) Clubs using the venue are responsible for any additional costs that may arise from using the space. This includes: food cost, gratuity, and audio and visual services.