

# Fanshawe Student Union Club Policy



## INTRODUCTION:

The purpose of this policy is to uphold the interests of Fanshawe Student Union, club members and students. This document is designed to assist students in the formation, operation and development of clubs.

Clubs ratified by Fanshawe Student Union are designed to assist students by providing social, cultural and educational services to the College experience.

All clubs must be open to all full-time students at Fanshawe College regardless of race, religion, ability, gender, or monetary status.

All ratified clubs must abide by all Fanshawe Student Union and Fanshawe College policies and procedures.

Under the umbrella of Fanshawe Student Union there will be no athletic clubs ratified.

## PROCEDURES:

1. Club Application and Ratification
2. Club Membership and Leadership
3. Club Rights and Responsibilities
4. Club Funding
5. Clubrooms
6. Locker Storage

## APPENDICES:

- Appendix #1- Club Charter
- Appendix #2- Club Monthly Activity Report
- Appendix #3- Club Financial Report
- Appendix #4- Club Event Application
- Appendix #5- Club Funding Reimbursement Form
- Appendix #6- Club Donation Form
- Appendix #7- Club Deposit Form
- Appendix #8- Club Locker Space Application

1. Club Application and Ratification:

- i. The Club Charter forms are available in the FSU main office (SC2001) and online at [www.fsu.ca/clubs](http://www.fsu.ca/clubs).
- ii. The forms must be completed correctly and returned to the FSU main office or via email to both the VP Internal Affairs and FSU Administrative Services Staff at [fsuinternal@fanshawec.ca](mailto:fsuinternal@fanshawec.ca) and [b\\_mccharles@fanshawec.ca](mailto:b_mccharles@fanshawec.ca).
- iii. The VP Internal Affairs will then review the club charter for errors or omissions and will then take the charter to a regularly scheduled board meeting. The board will vote on each charter. A majority vote in favour will ratify the club.
- iv. If the charter is ratified, the VP Internal Affairs will inform the club of their successful ratification. If the charter is rejected, the VP Internal Affairs will notify the club with an explanation. They will have a chance to appeal the decision by presenting to the board.
- v. The club executives must meet with the VP Internal Affairs to review this policy document and sign the Club Policy Contract (page 6).
- vi. Changes to the club charter must be submitted in writing to both the VP Internal Affairs and the FSU Administrative Services Staff at [fsuinternal@fanshawec.ca](mailto:fsuinternal@fanshawec.ca) and [b\\_mccharles@fanshawec.ca](mailto:b_mccharles@fanshawec.ca).
- vii. Under the umbrella of Fanshawe Student Union there will be no athletic clubs ratified.

2. Club Membership & Leadership:

- i. Membership to all clubs is open to all full-time registered post-secondary students at Fanshawe College regardless of race, religion, ability, gender, or monetary status.
- ii. Clubs must consist of a minimum of five full-time registered post-secondary students. In order to qualify for funding, a club must have at least ten full-time registered post-secondary students.
- iii. The Club must appoint or elect one President, one Secretary and two signing officers (only one of whom may be the President or Secretary). Other executives may be added to the charter with a written request from the President, subject to approval.
- iv. Club membership is available for an academic year. Clubs must ratify each year. Clubs may extend their charter for the summer semester provided membership requirements are met. Club charters that are ratified in the summer semester will be

active until the end of August.

- v. 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.

3. Club Rights and Responsibilities:

- i. A Club is entitled to access certain FSU services and the right to:
  - a. Be listed as an official FSU Club;
  - b. Reserve available rooms and space at the FSU for club meetings and events at no cost (some restrictions apply);
  - c. A booth at the FSU Clubs Day;
  - d. Use club locker space (some restrictions apply as outlined in Appendix #8);
  - e. Put up posters advertising the club and its activities (posters must be approved by the FSU);
- ii. Every Club has responsibilities to the FSU and its membership. All Clubs must:
  - a. Adhere to all FSU and Fanshawe College policies and procedures;
  - b. Submit monthly financial and activity reports on all club events and activities; refer to Appendix #2 – Club Monthly Activity Report and Appendix #3 – Club Financial Report;
  - c. Submit a Club Event Application form, in advance of any planned Club event; refer to Appendix #4 – Club Event Application;
  - d. Note any third party involvement (i.e. professional associations) on the Club Charter and provide copies of liability insurance (attached to Club Charter);
  - e. 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;
- iii. Club Conduct: 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.

4. Club Funding:

- i. All ratified clubs with a membership of at least ten full-time registered post-secondary students will qualify for Club Funding.
- ii. Club funding is available to a maximum of \$450.00 per year. Funding will be based on reimbursement for expenses incurred for club activities.
- iii. Funding is available to subsidize on-campus club activities, encourage campus activity and student life, and fund special club events.
- iv. Clubs must appoint at least two signing officers. This information must be included on the Club Charter.
- v. The VP Internal Affairs and/or the FSU Administrative Services Staff for the FSU will review the completed forms.
- vi. If the funding reimbursement request has been approved a cheque will be issued in the full names of the signing officers.

5. Club Rooms:

- i. All ratified clubs will be able to book club rooms through the FSU main office at no cost to the club.
- ii. Clubrooms must be booked at least 2 days prior to use.
- iii. Clubrooms can be booked through the Receptionist or the FSU Administrative Services Staff in the FSU main office.
- iv. The Club is responsible for use of the room – any damage or missing property will be the responsibility of the club.
- v. Clubrooms are available on a first come, first served basis.
- vi. The clubrooms are meant for club meetings and/or events. They are not meant for homework labs or social gatherings.
- vii. The club will be denied further bookings if there are reports of mistreatment in any of the clubrooms.

6. Locker Storage:

- i. Each Club may apply for locker storage space through the FSU main office. The application can be picked up in the FSU main office or online at [www.fsu.ca/clubs](http://www.fsu.ca/clubs).

See Appendix #8 – Club Locker Space Application.

- ii. Lockers will be issued on a first come, first served basis.
- iii. Lockers are to be used for club materials only – not homework or personal belongings.
- iv. Lockers are available for one academic year. Clubs must renew their charter and locker application every year.
- v. The Club is solely responsible for the contents of the locker. The FSU is not responsible for any theft or damage.
- vi. The FSU reserves the right to revoke locker storage space if there are reports that the Club is misusing the space.

**Fanshawe Student Union  
Club Policy Contract**



As President of the \_\_\_\_\_, I have read and understood the Fanshawe Student Union Club Policy and agree to follow the terms outlined within.

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Number

Witness (VP Internal Affairs or FSU Administrative Services Staff):

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Signature