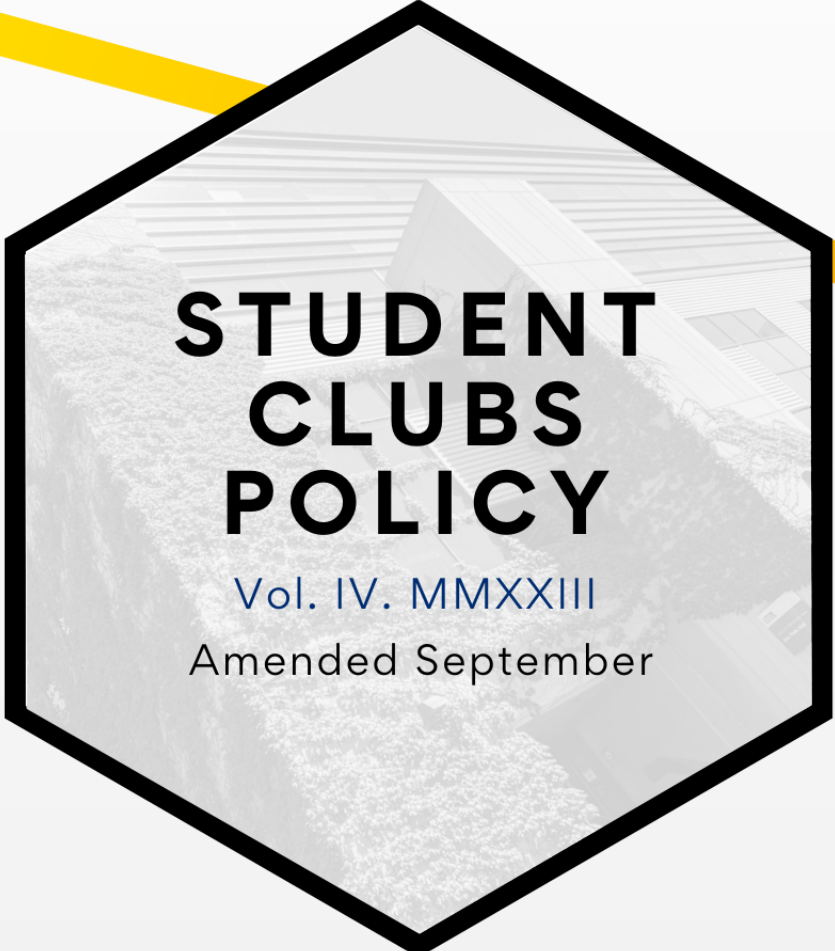


**FACULTY OF COMMUNITY  
SERVICES SOCIETY**



**STUDENT  
CLUBS  
POLICY**

Vol. IV. MMXXIII  
Amended September



**The Faculty of Community Services Society Board of Directors amended this policy in July, 2023.**

**The Faculty of Community Services Society Board of Directors amended this policy on September 22, 2023.**

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## **PREAMBLE**

Student Clubs, which is the umbrella term used for all non legalized student organizations, include Course Unions, Interest Groups and Affiliate Groups, who receive funding from the Board of Governors recognized, elected, and student funded, Faculty of Community Services Society (FCSS) for the benefits of all Faculty of Community Services students. In order to be recognized as an official FCSS student club, and receive all the benefits herein, the student club must meet all qualifications and follow all guidelines and expectations set in this document, as well as any other guidelines as deemed necessary by the Executive Committee, the Student Groups Committee and Board of Directors of the FCSS, to reflect the mandate of FCSS and serve our membership. When Clubs apply for funding from the FCSS, they must promote either academic, community building, wellbeing or professional development opportunities in the events/initiatives that they submit in their budget request. There are sections of this policy that will refer to all types of Clubs in order to make it clear on the expectations that must be followed when receiving funding from FCSS. More expectations will be laid out for student clubs who are directly under FCSS, which will not be applicable to Course Unions, Interest Groups or Affiliate Groups and this can be found in Sections 3,

## **SECTION 1: GENERAL POLICIES**

1.1 FCSS reserves the right to approve/refuse funding requests, or support to clubs which encompasses both student groups and course unions.

1.2 The Clubs's actions must not be contrary to the Ontario Human Rights Code, Faculty of Community Services Society, Toronto Metropolitan Students' Union (if applicable) or Toronto Metropolitan University policies.

1.3 Clubs, will be supported or are funded by the FCSS for the benefit of Toronto Metropolitan University FCS students.

1.4 All Clubs who receive funding from FCSS, must maintain good communication with FCSS and respond accordingly when FCSS reaches out.

1.5 All Clubs receiving funding from FCSS, must adhere to the Equity, Diversity and Community Inclusion Mandate found in Chapter 6 of the By-laws, when planning events.

1.6 Clubs are funded by the FCSS for the benefits of all Faculty of Community Services students; therefore, Clubs are expected to undertake projects, events, programs and initiatives to benefit the students of FCS and all efforts should be made to ensure all operations are directed towards Community Services students.

1.6.1 Activities may reach beyond the Faculty of Community Services but the greater benefit should be for the Community Services Programs, attendance at Club events, and use of Club Services, must be at minimum approximately 70% Community Services students. This does apply to Course Unions, Affiliate Groups or Interest Groups and only applies to Clubs under FCSS.

1.7 Clubs must not place restrictions on their membership based on Ancestry, Age, Creed, Colour, Citizenship, a Conviction for which a pardon has been granted or a record suspended, Disability, Ethnic Origin, Family Status, Gender Identity, Gender Expression, Genetic Characteristics, Marital Status, Place of Origin, Race, Religion, Sex, Sexual Orientation, and/or Political Beliefs. These groups must pursue activities in accordance with the law and seek to promote values of Equity, Diversity, Tolerance, Accessibility, and Inclusion.

1.8 No individual connected with a student Club can realize any financial gain from the Student Club's actions or activities.

1.9 Student Clubs must take all necessary steps to avoid any conflicts of interest between Student Clubs. Conflicts of interest, as outlined by the FCSS Board of Directors, include, but are not limited to;

1.9.1 A Student Club President cannot hold another voting position on any other FCSS Student Club, including as another President or Vice President.

1.9.2 A Vice President of Finance cannot hold another Vice President of Finance position on any other FCSS Student Club.

1.9.3 No member of the FCSS Corporate Relations team (which includes the Executive Director, Finance & Corporate Relations or Associates) can hold a position on the sponsorship/corporate relations team of another student club.

1.10 Student Clubs must submit a detailed event calendar at the beginning of the fiscal year, including a list of events, descriptions and dates to the Executive Director, Events.

1.10.1 Student Clubs must continue to update the event calendar throughout the year, providing additional details such as registration links, graphics and more;

1.10.2 Student Clubs who do not maintain good communication with the FCSS, will be at risk of losing their FCSS funding;

1.10.4 Good communication with FCSS must adhere to the FCSS Communication Plan, which outlines timelines and deadlines for Student Clubs to communicate with our various departments, including Finance, Marketing, Events and Operations (which Student Groups falls under);

1.10.4 Student Clubs must adhere to the FCSS Event Management Policy when planning events funded by FCSS.

1.11 FCSS Student Clubs must let the Executive Director, Marketing & Communications know when they are scheduling their Executive meeting and General Membership meetings, and/or canceled, failure to do so will result in funding being put on hold until communication improves. FCSS Student Clubs meeting dates will be posted on the FCSS website, and weekly Instagram Stories to let students know when Student Clubs are meeting.

## **SECTION 2: CONDITIONS FOR HOLDING STUDENT GROUP STATUS AND RECEIVING FROM FCSS**

2.1 No funding or other benefits may be received by the Student Group or Course Union until such time as the constitution and executive officers list is received by the FCSS Executive Director, Administration & Operations.

2.2 Only Faculty of Community Services students may hold the position of President within any FCSS Student Group.

2.3 FCSS Student Group executive composition must be at least 60% (majority) FCS students.

2.4 FCSS Student groups may not charge levies or membership fees to FCS students for the purpose of simply realizing a financial gain.

2.5 All FCSS Student Groups are expected to undertake projects and programs to benefit their members and the FCS community, this is supervised by an ex-officio member who is non voting a delegate from the student society.

2.6 For FCSS Student Groups and Course Unions, mandatory summer training workshop(s) organized by the ED Administration and Operations must be attended by the President, VP Finance, and VP Events executive members or a designated peer per (team member) missing. Non-attendance will automatically result in a status of probation, resulting in no funding from FCSS for the entire academic year.

2.7 Student Group and Course Union executives are responsible for familiarizing themselves with this policy.

## **SECTION 3: STEPS FOR CREATING A NEW STUDENT GROUP UNDER FCSS**

3.1 To create a new student group underneath the FCSS umbrella, the executive of the proposed Student Group must meet with the Executive Director, Administration & Operations and provide the following:

- 3.1.1 A list of the executive team with Toronto Metropolitan University email addresses, telephone numbers, signature and student numbers;
- 3.1.2 A valid constitution;

- 3.1.3 A founding members list consisting of a minimum of 15 full-time Faculty of Community Services Undergraduate Student's signatures;
- 3.1.4 A proposed budget that has been approved by the FCSS Executive Director, Finance & Corporate Relations and Society Manager;
- 3.1.5 A proposed list of activities, goals and objectives, succession planning, and a one (1) year strategic plan that directs the implementation and direction of the student group.

3.2 Once the Executive Director, Administration & Operations has verified the proposed Student Group has met the above requirements, they will schedule a presentation with the FCSS Student Groups Committee. If approved by the Student Groups Committee, it will be sent in the format of a motion to a Board of Directors meeting for a final vote. The motion will be drafted by the Executive Director, Administration & Operations to submit as a motion for a Board meeting.

3.3 The new Student Group shall be created if it receives a majority vote at a Board meeting.

3.4 The new Student Group has complete the following application package documents and upon completion submit them to the Executive Director, Administration & Operations and Society Manager:

1. [Student Group Constitution](#)
2. A Strategic Plan must be completed to guide the direction of the Student Group, and the Strategic Plan will play a pivotal part when it comes to transition of Student Group Executive Teams, the following questions must be answered in the Student Group's [Strategic Plan](#)
3. [Budget Submission](#)

#### **SECTION 4: STUDENT GROUP/COURSE UNION ANNUAL BUDGET SUBMISSION**

4.1 All FCSS student groups and Course Union's wanting to apply for FCSS funding, must submit an annual budget by September 30, to the Executive Director, Administration & Operations, outlining the events they would like funded for the upcoming academic year.

4.2 The annual budget submission must be detailed, by clearly laying out where funding will be spent and what will be needed for purchasing.

4.3 The annual budget will follow the budgetary outline provided by the Executive Director, Administration & Operations.

#### **SECTION 5: STUDENT GROUP FUNDING**

5.1 Funding from the FCSS is to be received on a planned budgetary item sheet basis. In order to have your items bought, each club needs to submit their line item budget during budget

submission, and at least two months ahead of the event if it has been approved, changed, or updated.

5.1.1. Reimbursements are possible, just not recommended, receipts must be submitted along with a cheque requisition form that can be obtained from the Society Manager or Executive Director, Finance & Corporate Relations.

5.2 Student Club funding is highly dependent on the following conditions being met: President, VP Finance, and VP Events of the Student Group and Course Union executives attending the mandatory summer training sessions, a signed constitution by the FCSS Student Group's executive team, a fiscal budget submission, and a calendar sheet listing all events for the year.

5.3 Only Student Groups and Course Unions in clear standing can receive up to full funding for their requests.

#### 5.4 FCSS Mandate for all Student Clubs

- 5.4.1 Student Club's President, VP Finance, and VP Events must attend the FCSS Student Groups Training Sessions that happens in the Summer;
- 5.4.3 A mark of absence of the finance training session from the FCSS Summer Training Sessions will affect funding;
- 5.4.4 FCSS Student Clubs funded by FCSS, must provide an end of year update, which consists of a breakdown of finances and events planned that were funded by FCSS;
- 5.4.5 FCSS Student Clubs Presidents must attend the President Meeting with the Executive Director and Executive Director, Administration & Operations once a semester. If the President cannot make it to the meeting, then a representative of the team can attend, however, a mark of absence for the Student Club will result in losing funding.

5.5 Budgetary Approval: Student Groups and Course Union who receive monetary support from FCSS must have their budget approved by the Student Clubs Committee, The Executive Director, Executive Director of Administration & Operations, Executive Director of Finance & Corporate Relations, and the Society Manager.

5.6 Student Clubs may request consultation from the Executive Director, Events for support on any matters.

5.7 Non - Essential Funding: Should the Student Choice Initiative remain in effect, all executive members of the Student Clubs, receiving funding from FCSS, shall remain opted-in to the society in order to receive non-essential funds.

5.8 FCSS Student Clubs funding shall be used to embody the values and principles laid out in the FCSS Mandate, found in Article 3 of the FCSS Constitution.

5.9 FCSS Student Groups, Affiliate Groups, Interest Groups and Course Unions shall use the Budget Submission Form [Budget Submission Form](#) to apply for Student Group funding and upon completion, submit their Budget Submission to the Executive Director of Administration & Operations,

## **SECTION 6: COURSE UNION CONSTITUTIONAL AMENDMENT NEEDED TO APPLY FOR FUNDING**

6.1 The following Constitutional Amendment must be included in the Course Union's Constitution in order to be able to apply for Student Club funding from FCSS,

6.2 This constitutional amendment below involves the Relationship of the Course Union to the Faculty of the Community Services Society and must be copied into the Course Union's Constitution:

- 6.2.1 The (name of Course Union) Course Union is a campus group recognised as a Course Union by the Faculty of Community Services Society (FCSS) subject to a series of policies, and subject to appropriate risk management;
- 6.2.2 The Course Union must abide by the FCSS Student Group Policy in order to maintain their Course Union benefits available through the FCSS;
- 6.2.3 The FCSS will not interfere in the activities and operations of the Course Union, however it does have the power to investigate the complaints made by any member of the organization concerning alleged violations of this constitution, and/ or FCSS policies;
- 6.2.4 The (name of the Course Union) Course Union President is expected to attend Student Group President meetings once a semester;
- 6.2.5 The FCSS Director for (name of program), who is elected in accordance with the governance documents of the FCSS will be an ex-officio member of the Course Union. In the event that an FCSS Board Director has been elected to hold either an Executive or Non-Executive position on the Course Union, their duties on the Course Union will supersede their duties as an ex-officio member.

6.3 Like in other Student Societies across the university, Course Union Elections will be facilitated by the FCSS,

6.4 This constitutional amendment below involves FCSS's role in facilitating Course Union elections, this only applies to elected roles on the Course Union and must be copied into the Course Union's Constitution:



- 6.4.1 The Course Union will participate in the Centralized Election System (CES) that is run by the FCSS;
- 6.4.2 The FCSS Society Manager or a delegate, shall act as the CRO for the Course Union Executive and Year Representative Elections and will facilitate all info sessions, all candidate meetings and the online election itself;
- 6.4.3 The election shall be held by secret electronic ballot;
- 6.4.4 Promotion of the election and available positions shall be the responsibility of the Course Union;
- 6.4.5 Promotion and communications for available positions shall begin in the second last week of February;
- 6.4.6 Promotion must be fair and equitable, identifying all vacant positions equally;
  - 6.4.6.1 The Executive Team shall use the official platforms of the Course Union to communicate openings;
- 6.4.7 Polls must be open for a minimum of three (3) days to ensure that the maximum possible number of members are able to vote;
- 6.4.8 Executive Officers shall be elected from the General Membership at least 3 weeks prior to the last day of March;
- 6.4.9 At the conclusion of the voting period, the CRO will close the polls, tabulate the results and, without undue delay, prepare a report detailing the positions, candidates, and votes in an auditable format. Such reports shall form part of the permanent records of the Course Union;
- 6.4.10 The results will be publicly reported by the last Friday in March, and the composition of the incoming Executive Team and Non-Executive Team will be reported to the Overarching Student Government (RSU), the FCSS and the Program Department by the end of March;
- 6.4.11 Uncontested Positions;
  - 6.4.11.1 In the event that an Executive position is uncontested in an election, there shall be a vote of either YES (in support), or NO (against) for the respective candidate;
  - 6.4.11.2 In the event that a Non-Executive position is uncontested in an election, the position shall be acclaimed.

6.5 This constitutional amendment involves breaking the expectations of the FCSS and must be copied into the Course Union's Constitution:

- 6.5.1 Breaking Expectations:
  - 6.1.2 In the event that an Executive Officer commits any of the following offences, their fellow Executive Officers, or a general member, must report this to the Executive Director of FCSS and the FCSS Society Manager;
    - 6.5.2.1 Gross violation of the Course Union Constitution, platforms, policies, regulations, or Course Union decisions;

- 6.5.2.2 Behaviour unbecoming of a member; that which brings discredit to the Course Union, the Program Department, the Faculty of Community Services, the FCSS, the Overarching Student Government (RSU) or the University;
- 6.5.2.3 Any and all malicious acts as defined by statute;
- 6.5.2.4 Repetitive and unexcused absences at scheduled meetings or nonperformance of duties;
- 6.5.2.5 Misappropriation, falsifying or forgery of any monetary record or negligence of Course Union funds and resources;
- 6.5.2.6 Other serious actions not in conformance with the best ethical interests of the organization.
- 6.5.3 Reconciliation:
- 6.5.4 Once a formal report has been communicated to the FCSS Executive Director and the FCSS Society Manager, the Plaintiff(s) shall work with the Executive Director and the Society Manager to first seek reconciliation with the accused Office.
  - 6.5.4.1 The FCSS Executive Director and/or the Society Manager shall act as mediators if necessary.
- 6.5.5 If reconciliation is not possible or the offence is too great, the plaintiff(s) may seek to remove the accused Officer from their position of Office, further consultation with the RSU will be needed when this option arises.

## **SECTION 7: STATUSES GIVEN BY THE STUDENT GROUP'S COMMITTEE**

7.0 These statuses only apply to student groups formed under the Faculty of Community Services Services Society (FCSS). Student Groups and Course Unions affiliated with the Toronto Metropolitan Students' Union or student groups affiliated with Toronto Metropolitan University, can be put under the probation status only and can be subjected to not receiving funding from FCSS.

### 7.1. Active

7.1.1 This status indicates that the student group is in good standing, is doing well, and the FCSS Student Group committee has not identified any areas where more specialized support is required. To be eligible to receive Active Status, Student Groups must be meeting all of the requirements outlined in this document, as well as the following criteria;

7.1.2. No Negative Balance in Cost Centre Account. There must be no financial deficit; any deficit will result in an immediate probationary status

7.1.3. Provide exceptional value to FCS Students Exceptional value added can be comprise of one or all combinations list below:

- a. Consistent Attendance Levels

- b. Operations and programming of the Student Group that reflect FCSS' 4 Pillars- Academics, Unity, Professional Development, and Well-Being

7.1.4. All Attendance of events, initiatives, programs, is submitted to the Executive Director, Events within 5 business days of the events.

7.1.5. Exceptional Use of FCSS Services;

- a. FCSS Marketing Services (i.e. Social Media services)
- b. Funding Opportunities
- c. Event Calendar Submissions

7.1.6 Exceptional Communication with FCSS Executives & Society Manager;

- a. Regular meetings with the FCSS Executive Director and Executive Director, Events
- b. Student Group Executives attend Executive Roundtable meetings

7.2 Active with Contingencies

7.2.1 Active with Contingencies is an Active status, and is used by FCSS to alert student groups who may be at risk of a probation or termination status based on the requirements outlined in this document and above. A student group may be moved to Active with Contingencies if some of the requirements outlined in this document are not being met to the fullest extent.

7.3 Probation

7.3.1 A student group may be put on probation by a majority vote of the FCSS, should the Student Groups Committee have reasonable evidence that the student group has violated one or more FCSS policies.

7.3.2 Probation shall include the withdrawal of FCSS funding for all events and no consideration of funding requests for a time period designated by the FCSS. FCSS also has the right to specify actions or criteria the group must meet before probationary status will be lifted.

7.3.3 Student groups placed on probation will be notified and requested to attend the next FCSS Board meeting where evidence will be presented. The notice will be delivered not less than five (5) business days prior to the meeting and will outline the policies that have been allegedly violated. The student group will have the opportunity to defend their full status at the meeting. Failure of the student group to send one or more of their executives to this meeting will result in automatic probation that will include all of the above penalties.

7.3.4 Probation may only be lifted upon a meeting of the FCSS Student Groups Committee if conditions set prior have been fulfilled.

## 7.4 Termination

7.4.1 A termination status, is given by FCSS to student groups who are being removed from the FCSS umbrella due to insufficiently meeting some or all of the requirements outlined by FCSS in this document, or, not limited to any of the following;

7.4.2 Negative balance in cost centre account for more than two semesters or one fiscal year, without any amendment from Executive Director, Finance & Corporate Relations or the Student Groups Committee

7.4.3 Minimal Activity under the FCSS Umbrella and no value added to the FCS Students and Faculty.

- a. Attendance of events, initiatives, programs, etc have never been submitted to the Executive Director, Events.

7.4.5 FCSS Services are never used:

- a. FCSS Marketing Services (i.e. Social Media services)
- b. Funding Opportunities
- c. Event Calendar Submissions

7.4.6 No communication between student groups and FCSS Executives.

7.5 Probation and Termination will be applied as outlined in the section 7.3 Probation, Termination Procedures and 7.4 Probation, Termination Status Terms

7.6 The Executive Director, Administration & Operations is responsible for providing the Student Group with a copy of all FCSS Student Group policies. These policies, which are always available on the FCSS Website, will be provided by email by May 30th each fiscal year as well as immediately after ratifications from the Board of Directors to each Student Group President. All FCSS Student Group executives are responsible for familiarizing themselves with their constitution and the Student Groups Policy.

## **SECTION 8: PROBATION, TERMINATION POLICY & PROCEDURES**

8.1 Any FCSS affiliated student group may be put on probation, or terminated from the FCSS umbrella, by a majority vote of the FCSS Board of Directors, should the Board have reasonable evidence that a student group is not meeting the guidelines and expectations as determined by the Faculty of Community Services Society Board of Directors and/or these policies.

8.2 All disciplinary decisions, such as probation or termination, are made on a case-by-case basis.

8.3 As noted, should the Board have reasonable grounds that the Student Group has violated one or more articles listed in this document, the Student Group in question may be placed on probation or terminated through a Board majority vote:

8.3.1 When possible, as deemed by the Student Groups Committee, prior to the vote of a status change, a notice of misconduct, supporting evidence or reasoning, and the motion for a status change will be delivered to the Student Group by the Student Group Committee no less than 5 business days prior to the board meeting where the alleged violations will be discussed.

8.4 Upon receipt of the notice mentioned 8.3.1, the Student Group will be given the opportunity to attend the next board meeting to defend their student group status at the meeting.

8.4.1 To attend the next board meeting to defend their status, the student group must provide notice and presentation materials to the Executive Administration & Operations, no less than 2 business days prior to the meeting, or by the deadline outlined by the Student Group Committee

8.4.2 Prior to the Board meeting, time permitting, the student group may request a meeting with the Student Group Committee to gain more insight into the decision, and ask any questions to help them prepare for their defence.

8.5 Shall the Student Group in question fail to send one or more of their officers to the Board meeting, they will not be able to defend their status prior to the Board of Directors vote

8.6 The Board of Directors shall hear the recommendations of the Student Group Committee, as well, when possible, the defence of the student group prior to the vote:

8.6.1 The motion to change a student group's status will pass pending a majority vote of the Board of Directors.

8.6.2 Should the motion fail, the status will not be changed.

8.7 Following the Board of Directors vote, the FCSS Executive Director, Administration & Operations will communicate the results to the Student Group within 3 business days, along with any next steps or additional terms

8.8 The FCSS Board of Directors reserve the right to remove any Student Leader from any student group under the FCSS umbrella, regardless of the position, pending a majority vote from the Board of Directors, with consultation from the Executive Director, Administration & Operations, the Society Manager and/or Dean's Representative:

8.8.1 A student leader should only be removed from their position should it be found, or should there be reasonable suspicion, that the student leaders has, but not limited to; Violated FCSS or Toronto Metropolitan University policies, created a conflict of interest,

or if the student leader has not acted in the best interest of the student group or the students of the Faculty of Community Services.

- 8.8.2 A student leader should only be removed from their position should it be found, or should there be reasonable suspicion, that the student leaders has, but not limited to; Violated FCSS or Toronto Metropolitan University policies, created a conflict of interest, or if the student leader has not acted in the best interest of the student group or the students of the Faculty of Community Services.

## **SECTION 9: CONFLICT RESOLUTION PROCESS FOR FCSS STUDENT GROUPS**

9.1 The following conflict resolution process will be administered by FCSS when conflict arises in Student Groups under the FCSS umbrella.

9.1.1 Breaking Expectations:

9.1.2 In the event that an Executive Officer commits any of the following offences, their fellow Executive Officers, or a general member, must report this to the Executive Director of FCSS and the FCSS Society Manager;

9.1.2.1 Gross violation of the Student Group Constitution, platforms, policies, regulations, or Student Group decisions;

9.1.2.2 Behaviour unbecoming of a member; that which brings discredit to the Student Group, the Program Department, the Faculty of Community Services, the FCSS, or the University;

9.1.2.3 Any and all malicious acts as defined by statute;

9.1.2.4 Repetitive and unexcused absences at scheduled meetings or nonperformance of duties;

9.1.2.5 Misappropriation, falsifying or forgery of any monetary record or negligence of Student Group funds and resources;

9.1.2.6 Other serious actions not in conformance with the best ethical interests of the organization.

9.1.3 Reconciliation:

9.1.4 Once a formal report has been communicated to the FCSS Executive Director and the FCSS Society Manager, the Plaintiff(s) shall work with the Executive Director and the Society Manager to first seek reconciliation with the accused Office.

9.1.4.1 The FCSS Executive Director and/or the Society Manager shall act as mediators if necessary.

9.1.5 If reconciliation is not possible or the offence is too great, the plaintiff(s) may seek to remove the accused Officer from their position of Office.