

Preamble

The York Federation of Students (YFS) recognizes the rights of students to form clubs and associations at York University as a forum for expressing their views and to meet academic, social, religious, and cultural needs at York University. The YFS provides a variety of services to student clubs in order to assist them in achieving their goals and provide support for their initiatives, which enhances the experience of students at York University.

To ensure the appropriate and efficient distribution of YFS services, the YFS has adapted the following policy as the Club Ratification Policy.

General Description

The YFS will provide its services only to clubs that have been ratified by the YFS, by meeting the requirements listed in the Club Ratification Policy.

1.0 Requirements for Ratification

The YFS will ratify clubs in accordance with established guidelines as outlined below.

- 1.1 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 York University Community.
- 1.2 All applications for club ratification must agree to all YFS policies, by-laws and the constitution.
- 1.3 Student levy groups are not eligible for ratification by the YFS.
- 1.4 YFS ratified clubs must be open to all York University students. This inclusive policy is all encompassing and reflects on every aspect of club policy.
- 1.5 The YFS will not support clubs that partake in activities that are against the law of Ontario and Canada.
- 1.6 The YFS does not support, promote or fund activities that are discriminatory as defined by the Ontario Human Rights Code and YFS policies.
- 1.7 The YFS will not ratify 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.
- 1.8 The YFS will not ratify any clubs who threaten, are rude or antagonizing to YFS Staff, Board or Executive Members.

- 1.9 Clubs seeking ratification must maintain a bank account in the club's name. If not, the YFS can help facilitate creating a new bank account.
- 1.10 Clubs seeking ratification must have a constitution on file at the YFS office, which meets all the YFS' constitutional requirements.
- 1.11 Ratified clubs will provide membership benefits to the YFS VP Operations including addition to the club's e-mail list serve.
- 1.12 Student clubs seeking ratification must have a membership of majority YFS members.
- 1.13 Clubs seeking ratification must submit a detailed and fully completed YFS Club Ratification Form with the required documents including an updated constitution and financial statements each year.
- 1.14 The YFS will not ratify all clubs who seek ratification. Ratification is only granted to clubs that meet the appropriate requirements as listed above.

2.0 Ratification Procedures

2.1 All clubs seeking ratification must submit the following information to the YFS VP Operations:

- A detailed and fully completed YFS Club Ratification Application with the required documents.
- A list of the club executive, including telephone numbers, address, working e-mail address' and student numbers.
- The names of student signing authorities.
- The names and affiliations of any volunteers or employees of the club who are authorized to work on behalf of the club.
- Disclosure of faculty, college or departmental affiliations, linkages or sponsorships.
- Disclosure of any formal affiliation or linkages with external groups.
- The clubs most recent constitution that adheres to the requirements; as outlined in section 7.0 of this policy.
- The name of the club's bank account, account number, address and a statement of the current bank balance containing the clubs name.
- Outline of events and projects for the year.
- A membership list of a minimum of 15 voting members, including names, student numbers and e-mail addresses.

Clubs must also submit a detailed budget, using the YFS template as a starting point, and must include the following information:

- Total projected costs of operations for the upcoming year.
- Total projected costs for events and projects for the year.
- Disclosure of membership fees.
- Disclosure of any external funding support expected and received in the past year.
- Disclosure of all other sources of revenue expected and received in the past year (include college donations, private contributions et cetera).

- 2.2 The deadline to submit the Club Ratifications Application is September 30 of every year.
- 2.3 The YFS may also open up the ratification process from Jan 1 to Jan 30 on an as-needed basis.
- 2.3 The YFS Club Ratification Application is located on the YFS website at www.yfsclubs.ca
- 2.4 All YFS Ratified Clubs will be granted renewal upon receipt of a fully completed Club Renewal/Elections Results Application for the following academic year starting May 1.
- 2.5 Renewal of YFS Ratified Clubs at the end of each academic year will be dependent upon the submission of a Club Renewal/Election Results Application including the requirements listed above upon request as well as a detailed year end financial statement.
- 2.6 Failure to ratify a club will result in a denial of access to YFS services for clubs including club funding.
- 2.7 All ratified clubs are required to report all changes of signing authorities, executive members, advisors and contact information on an ongoing basis.

3.0 Club Ratification Approval Process

- 3.1 All applications for YFS Ratification will be approved/ denied by the Clubs Committee.
- 3.2 If ratification is granted, the organization will be sent an approval letter to the mailing and e-mail address provided.
- 3.3 All sections of the Club Ratification Form must be completed in full and must be legible in order for it to be considered.
- 3.3 The Clubs Committee will not recognize more than one club of the same name and or similar mandate. The committee shall exercise discretion when reviewing applications.
- 3.4 The Vice-President Operations may ask for a resubmission of applications if the application is deemed inaccurate or does not follow requirements as stated.

4.0 Conditions for De-ratification

4.1 Complaints

Should a complaint arise about a specific YFS Ratified 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-ratified by resolution of the Clubs Committee. After probation and de-ratification, the club will have a chance to appeal the decision by sending two people to make a presentation to the following Clubs Committee meeting.

4.2 Causes for De-ratification

Any one or combination of the following will be cause for de-ratification:

- Failure to comply with the language or the spirit of the Club Ratification policy in any way
- Abuse of any YFS services or privileges

- Failure to abide by the club's constitution as approved by the Clubs Committee
- Failure to take adequate precautions to limit liability while hosting or participating in events or activities
- Committing an offence that is contrary to federal, provincial, municipal laws or YFS policies and procedures
- Failure to attend at least one Clubs Town hall meeting
- Failure to attend Active Bystander training
- Not following appropriate club funding procedure
- Failure to hold a fair election for positions of the board and executive
- Failure to submit elections results

4.3 Notice of De-ratification

Notice of de-ratification shall be served through e-mail to the executive of the club.

A de-ratified club can apply for ratification at the start of the following academic year.

5.0 Clubs Town hall

There shall be at least one YFS Clubs Town hall per year. All YFS Ratified Clubs are required to send at least one representative. The purpose of the Clubs Town hall is to bring representatives from all campus clubs together into an open forum for the purposes of communicating changes in policy and items of interest.

If it is not possible for all executives of a club to attend, written requests for alternate arrangements must be submitted prior to the date of the Clubs Town hall. Failure to attend or make alternate arrangements will result in a warning and/or suspension of YFS Club Services and Funding.

6.0 Active Bystander Training

In partnership with the Centre for Sexual Violence Response, Support & Education we will now be facilitating Active Bystander Training sessions. The purpose of the Active Bystander Training is to educate our members on what sexual violence is, acknowledge ways to incorporate consent in every day life, as well as empower individuals to feel comfortable and confident about taking action when witnessing different forms of sexual violence.

All YFS Ratified Clubs executives are required to attend an Active Bystander Training session. As an Active Bystander you will be equipped with the knowledge to support survivors and assist in the breakdown of barriers associated with reporting incidents. Failure to attend a session will result in a warning and/or suspension of YFS Club Services and Funding.

7.0 Student Club Privileges

Student clubs ratified by the YFS will have access to many YFS services including:

- Up to a maximum of \$800 in Club Funding per event
- Up to \$200 in Base Funding
- Advocacy Services
- Opportunities to table at YFS events
- Club Listing on the YFS website
- YFS liability insurance (upon request)
- Free booking of the YFS Popcorn and Cotton Candy Machine
- Printing Credit of \$125
- Help with constitution writing, event planning, financial planning, running elections
- Access to low cost “swag” such as t-shirts, water bottles, pens, lanyards and more through YFS ethical bulk-purchasing program
- Free graphic design services
- One (1) free vinyl banner per year
- 100 free Business Cards
- Anti- Oppression Training
- Active Bystander Training

8.0 Event Promotion

Club Events receiving funding have the right to be advertised on the YFS office billboard right outside of the YFS office, which is 336 Student Centre. A poster must be dropped off at the YFS office, 336 Student Centre, to receive advertising in YFS space.

9.0 Constitutional Requirements

All YFS Ratified Clubs require a constitution that meets the following minimum requirements. A sample constitution is available upon request.

Article I: Name

State the full name of the club; this may include abbreviations.

Article II: Purpose

Outline the purpose or goals of the club; this may include any cultural or academic objectives.

Article III: Membership criteria

Membership must be open to all York University students. Each club is required to define a membership fee or lack thereof for a student to become a member.

Article IV: Board Roles and Duties

List all executive titles and outline the duties of each. This list should include an uneven amount of executives as well as the list of non-executive board members. Also include who will be the signing authorities. Executive positions can include Chairperson/ President, Treasurer/ Vice-President Finance, Secretary/ Vice President Internal, Events Coordinator, Community Outreach, Membership Development/ Vice-President External.

Indicate the length of the term and the date that it will begin for all positions.

Article V: Committees

List any committees that exist in the club, the composition of the committee (whether it is open to all members or if certain board positions are required to sit on the committee or voting members).

Committees can include: executive committee, finance committee, and events committee. Keep in mind that all committees aside from the executive committee must be open to all members and minutes from all meetings must be available to the membership of the club.

Article VI: Meetings Requirements and Procedures

Indicate frequencies of executive meetings, board meetings and General Meetings open to all members of the club. Clubs must have one General Meeting for its members within the academic year to show financial statements as well as discuss the work of the club.

The amount of notice that will be given before each meeting should be stated in the constitution.

It should also be indicated the level of quorum for each meeting.

It should also be stated how the meetings will be conducted, for example Robert's Rules of Order.

Article VII: Elections

Indicate election timelines including nomination and campaigning periods as well as voting days. Elections must be held at least once a year. To have the most membership participation, it is suggested to have the elections before the end of the academic year.

- All elections must have a CRO (Chief Returning Officer) supervising the electoral process. The CRO must be unbiased and must be approved by the club Board
- At least one week notice shall be given before the election
- Only registered club members are eligible to vote
- Voting shall take place by secret ballot
- Elections are to be open to all interested candidates that are members of the club

- A nomination period should include all those interested in positions getting nomination signature of eligible voters
- The nomination period should be followed by a campaign period
- A person shall be considered elected if they receive a majority vote cast by members of the club
- A person shall be considered acclaimed if they run unopposed during the election
- In the case of a by-election, the above regulations must still be followed

Article VIII: Removal from Office

Indicate the process at which board and executive members can be removed from office if a board member is not fulfilling their responsibilities. Board members can be removed from office by members of the board for failing to perform their duties as defined by the club constitution, and by- laws.

Article IX: Amendments

Indicate the process by which the Constitution and By-laws of the club can be changed. For the most accountability and transparency, it is encouraged that the final vote on the changes of the by-laws and constitution should be done at a General Meeting of the members. Also, state the amount of quorum required to pass constitutional amendments.