

Clubs & Communities Policy



POLICY GROUP	Strategic Priorities		
Effective Date	August 28, 2024	Last Revision	July 27, 2022
ADMINISTRATOR RESPONSIBLE	Clubs & Communities Specialist	Approved By	Board of Directors

PURPOSE

The purpose of this policy is to outline the procedures and expectations of the Mohawk Students' Association (MSA) Clubs & Communities program.

SCOPE

This policy applies to all members of the Clubs & Communities program, including the Executives roles, members, staff, volunteers and those who wish to participate in MSA Clubs & Communities initiatives.

CLUB AND COMMUNITIES RESPONSIBILITIES

Responsibilities include, but are not limited to:

- a. Adherence to MSA's mission, vision and values.
- b. Adherence to MSA Clubs & Communities Guide as well as other accompanying documents.
- c. Adherence to Mohawk College policies and procedures.
- d. Maintain regular communication with the MSA, its members and the Mohawk College community.

Clubs & Communities must be open to every student at Mohawk College, regardless of age, race, ethnicity, family status, skillsets, ability, gender identities, sexual orientation, social status, program of study and/or spirituality beliefs.

All Clubs & Communities must practice and foster inclusive environments.

Clubs & Communities members do not represent any individual group, country, spirituality, government, ethnicity, association or business as a whole. Any club and/or community found or perceived to be in violations with any of the above are to consult Club and Communities Guide for further actions.

CLUB AND COMMUNITIES EXECUTIVES

Executive Members consist of: President, Vice-President, and at least 4 general members.

Executive members of an approved Club and/or Community must be active students of Mohawk College who are enrolled in full-time post-secondary programs, paying MSA fees, not including the MSA Board of Directors.

Clubs & Communities memberships shall be comprised of 75% of Mohawk College part-time, full-time and/or co-op students.

Continuing education, apprenticeship and/or external community members (non-MSA members) are welcome to join the Club & Community membership with the remaining 25% percent, but are not eligible to hold club executive positions, unless the club is specific to CE or apprenticeship students.

All executives and members must maintain good standing with all College and MSA policies, procedures and practices. This includes but not limited to grade point average and/or offence records.

MEMBERSHIP RECRUITMENT

Clubs & Communities are welcome to recruit as they see fit, provided that methods do not infringe upon personal rights and privacy. Nor can the recruitment practice violate MSA and/or Mohawk College policies.

Recruitment practices are not to disrupt the natural flow of college environments, rather recruitment practices must operate in a manner that enhances the student experience.

CLUB AND COMMUNITIES FINANCIALS

Clubs & Communities executives are accountable for club expenditures, revenues and financial matters.

All executives are expected to carry out club financial matters appropriately. Provisions regarding financial expectations are to be found in MSA Clubs and Communities Guide.

CLUB AND COMMUNITIES EVENTS

Clubs & Communities executives are accountable for all club activities including but not limited to sanctioned activities. Executives are expected to complete all necessary event planning and execution requirements.

Please refer to event guidelines in Club & Communities Guide.

CLUB AND COMMUNITIES MARKETING AND PROMOTIONS

Clubs & Communities executives are accountable for all club marketing and promotional materials and/or channels.

All executives are expected to ensure MSA Clubs & Communities practices and requirements are upheld. This includes but not limited to displays, illustrations and forms of communication.

ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Manager, Events & Communities	Overall direction of the Clubs & Communities program
Clubs & Communities Specialist	Approval of all clubs and communities Development of the Clubs & Communities program Oversight to ensure policy and guidelines are adhered to.
Club Executive	Overall operation of club or community Adherence to policy and guidelines.

PROCEDURE

Reference / Policy	Description
MSA Mission, Vision, Values	Outlines the direction of the MSA and how we, as staff and students hold ourselves accountable.
MSA Clubs & Communities Guide	Outlines operating procedures and rules that apply to all MSA Clubs & Communities.
Mohawk College Policies & Procedures	Outlines the policies and procedures that all Mohawk College students and departments must abide by.