



Clubs Information & Forms

MSA Contact:

msaclubs@mohawkcollege.ca

*All clubs must fill out either the New Clubs Application, or Clubs Continuation form

*Please contact msaclubs@mohawkcollege.ca for the following forms (as needed):

*Any Event Approval Form

*Approval for Marketing Materials

*Funding Requests

*Deposit Form

*Reimbursement Form

CLUB APPLICATION FORM

(Please note this form is for new clubs)

**Must be returned to the MSA Clubs Coordinator for club approval, either in person at the MSA front desk, via email at msaclubs@mohawkcollege.ca*

We hereby apply for official club status for the following club:

CLUB NAME: _____

PURPOSE: Outline your club's vision or mission statement.

You can construct this mission statement by answering the following questions:

1. What is purpose of club?
2. Who are you aiming to include;
3. Why is this club needed?
4. What value will this club add to the Mohawk College community?

Tell us your: Goals, Objectives, Actions, and Tracking Processes

**Please note you can update this section at any time by emailing msaclubs@mohawkcollege.ca*

Goals:

You are required to hold consistent monthly meetings. What are the goals of your meeting? (It is important to note that socializing is an important goal as any!):

Objective:

**This is your mission statement you included above, but feel free to elaborate here!*

Actions:

What will your club be doing?

Student clubs are required to meet monthly

If applicable answer the following:

Will you be running a special event(s)?

** A separate event approval & funding form is needed*

Will you be inviting community members in to facilitate workshops? Will you be planning an awareness day? Creating a publication? Podcast? Art Activism Projects?

What will be your “actions” be?

Tracker:

All clubs must track attendance of meetings & events (*simple sign in sheets will suffice*)

Additional tracking is highly encouraged- some items you can track are:

1. Themes/Ideas/Trends- your club is interested in
2. What worked & what didn't for your club
3. What does the ideal outcome of your club looks like?

Other Information:

Is your club affiliated with an outside organization? If so, what is it?



STAFF/FACULTY ADVISOR:

Clubs are required to have a staff or Faculty Advisor

Faculty/Staff Name (PRINT)

Email (Print)

SIX STUDENT NAMES: These will be the first 6 members of your club (including the President and Vice President). Please PRINT their names (PRINTED) and email addresses.

Student Name #1 (PRINT)

Email (PRINT)

Student Name #2 (PRINT)

Email (PRINT)

Student Name #3(PRINT)

Email (PRINT)

Student Name #4(PRINT)

Email (PRINT)

Student Name #5 (PRINT)

Email (PRINT)

Student Name #6 (PRINT)

Email (PRINT)

EXECUTIVE:

President

Signature

Name (PRINT)

Mohawk E-mail

Vice-President

Signature

Name (PRINT)

Mohawk E-mail

- *Please note you can also create other executive roles as you are not constricted by the model of governance or organization for your club. The Clubs Coordinator needs at least two student contacts*

By signing above, we certify that we have each read the MSA Club Package thoroughly and fully understand the requirements for club status (see website).

We agree to operate our club respectfully as outlined in Mohawk College's Human Rights Policy (H320/C202) – (see website) & the revised 2019 Clubs Policy (see end of package).

We agree to employ proper practices in all club activities, and in the administration of club funds, and human right practices and that the failure to do so may lead to the loss of club status, dissolution of the club and/or imposition of penalties on the club and on us personally.

The Next Steps:

1. This will be submitted to the Executive Committee for approval, at their next meeting.
2. The Clubs Coordinator will email you with decisions & next steps (including room bookings, club requirements, and fund proposal & release forms, etc).

Please Note: If for any reason you need to fill out this paperwork with a verbal interview, or need any other accommodations please contact msaclubs@mohawkcollege.ca

FOR MSA OFFICE USE ONLY

MSA Clubs Coordinator Signature: _____ Date _____

Date of Executive Committee Meeting, where approved: _____

MSA President Signature: _____ Date _____



CLUB CONTINUATION FORM

This form must be completed and submitted to the MSA Clubs Coordinator on or before **April** each year for the club to maintain club status. If you miss the deadline, you are encouraged to re-apply for club status again, using the new club application form. It is important to notify the Cclubs coordinator if your club will be meeting in the summer term. ***all past clubs must fill out a new 2019-2020 club form to maintain club status under the new policy.**

CLUB NAME: _____

EXECUTIVE:

President: Name _____
Student Email Address _____
Email Address _____
Phone # _____ Student # _____

Vice-President: Name _____
Student Email Address _____
Email Address _____
Phone # _____ Student # _____

Has your clubs purpose or goals, actions, objectives, and tracking processes changed? If so, elaborate below:



Other Information:

Is your club affiliated with an outside organization? If so, what is it?

STAFF/FACULTY ADVISOR:

Clubs are required to have a staff or Faculty Advisor

Faculty/Staff Name (PRINT)

Email (Print)

EXECUTIVE:

President

Signature

Name (PRINT)

Mohawk E-mail

Vice-President

Signature

Name (PRINT)

Mohawk E-mail

FOR MSA OFFICE USE ONLY

MSA Clubs Coordinator Signature: _____ Date _____

Approving MSA Board Member Signature: _____ Date _____

MSA President Signature: _____ Date _____

Policy Name: Clubs Policy
Type of Policy: General
Effective Date: Immediately
Date Last Reviewed: August 7, 2019
Scheduled Review Date: Annually
Application: Membership and Staff
Approved by: The Board of Directors
Policy Owner: The President and Senior Manager, Student Services & Activities

1. PURPOSE:

The Mohawk Students' Association (MSA) supports the creation and activities of clubs through financial, administrative and fundraising support. The purpose of clubs is to allow students the opportunity to socialize with other students with similar interests and become engaged members on campus. This policy outlines what is required for the creation and maintenance of any club ratified by the MSA.

2. SCOPE:

This policy applies to individuals who are applying to become a ratified MSA club as well as all members of MSA ratified clubs. Additionally, this policy applies to all members of the MSA, including but not limited to the staff members mentioned within this policy, such as the Clubs Coordinator, the MSA Executive Committee and the MSA Board of Directors.

3. DEFINITIONS:

“Club” refers to an organized group supported by the MSA, which is dedicated to a particular interest or activity. In order to attain MSA club status, all clubs must meet the eligibility requirements and be ratified by the MSA Board of Directors.

“MSA” refers to the acronym for the Mohawk Students' Association.

“Board of Directors” or “Board” refers to the governing body of the Mohawk Students' Association.

“Executive Committee” refers to a sub-committee of the Board of Directors who are empowered to act on behalf of the Board of Directors, subject to limitations.

“Ratification” refers to a formal action to officially validate an MSA club.

“Eligibility Requirements” refers to the conditions, which need to be met in order for a club to be ratified.

“Clubs Coordinator” refers to an MSA staff position responsible for regulating, organizing and assisting all MSA clubs.

“Assistant Manager, Student Services” refers to a MSA staff position within the MSA, which is responsible for overseeing all MSA clubs.

“Senior Manager, Student Services & Activities” refers to a MSA management staff position within the MSA, which is responsible for overseeing the Services and Events departments within the MSA.

“MSA Club” refers to a ratified student club.

“Club Fund” refers to the budget allocated annually to clubs.

“Fundraising” refers to clubs requesting and gathering voluntary monetary contributions to fund their clubs’ programming.

“Club Executive” refers to the President and Vice-President of a ratified club.

“Mohawk College Athletics” refers to a service offered by Mohawk College, which may provide additional support to MSA clubs of an athletic nature.

“Social Inc.” refers to a service offered by Mohawk College, which may provide additional support to MSA clubs of a religious or cultural nature.

“Guests” non-Mohawk College students.

“Good Academic Standing” refers to an overall grade point average of at least 60%, with no more than one failed course per semester, regardless of course load, all within the most recently completed semester.

4. Rules

4.1 MSA Club Eligibility Requirements

All clubs must have a president, vice-president, and at least six interested members. All members must be current Mohawk College students.

All clubs must meet at least one of the following criteria:

- Be program or academic in nature
- Be social in nature
- Be hobby and interest in nature
- Be cultural or religious in nature

All Clubs must disclose all affiliations with groups outside of Mohawk College as part of the application process, and at anytime while a club has been ratified to hold official club status.

Any Clubs who are found to have an affiliation with any outside organization who's purpose goes against the Ontario Human Rights Code (ie. Affiliation with hate speech) will not be allowed.

All Clubs and their members must maintain good standing with all College and MSA student rights and responsibilities policies and the College statements and policies on free speech. Add Code of Ethics, Code of Expectations,

All clubs must be open to every student at Mohawk College, regardless of age, race, religion, ability, gender, program of study, social status or sexual orientation.

Student chapters of professional organizations are encouraged.

At Mohawk College, the MSA has the sole authority to support the creation of all student-run clubs that meet the above eligibility requirements.

The MSA has the right to approve or deny any club application.

The MSA has the right to withdraw club status previously granted, for failing to maintain eligibility requirements, failing to submit required paperwork, or for breaking any club rules or policies.

4.2 Application Process

4.2.1 Choosing a name for your club

No club may have the words "Association" or "Union" in their club name.

In order to easily understand what a club represents, clubs must be named in a manner that accurately describe the clubs intended activities.

4.2.2 Clubs Application Form

Students wishing to form a club must submit an Application Form to the MSA. Application forms can be found on the MSA website.

Clubs can submit their form through the website or hand in a hardcopy to the Clubs Coordinator via MSA reception.

4.3 Ratification Process

The Clubs Coordinator will submit all pending club application forms, through the Assistant Manager, Student Services, to the Executive Committee for consideration and ratification.

The Clubs Coordinator is authorized to provide temporary approval for MSA Clubs until the ratification process is officially complete.

When a club registers and is approved, they are considered a ratified club within the MSA and will have access to the MSA Clubs services and supports.

The following must be submitted or completed on time to become and remain a club in good standing:

- Clubs must have at least 6 general members and 2 executive members (1 president and 1 vice-president).
- All club members must be Mohawk College students.
- Every club must have a Mohawk College faculty or staff member as an advisor. In the case that a club is unable to find a Mohawk College advisor, the MSA will provide a staff advisor, on a temporary basis, not to exceed two months. The MSA will assist in the recruitment of a Mohawk College advisor, although it is the responsibility of the club to secure a permanent staff advisor.
- Every club must submit an updated list of active club members once per semester. This must be submitted before the last week of each term.
- Guests are welcome to participate in club events but may not sit on executive boards. Funding will not be provided for guests.

All Clubs must support the Clubs mission statement and always remain in compliance and good standing with it after recognition has been granted.

All Clubs must represent the MSA's core values of accountability, advocacy, respect, integrity, and leadership.

New clubs may not be recognized if they share too closely the goals and objectives of an already existing club.

Clubs may charge a small membership fee, to be approved by the Clubs Coordinator, in order to raise funds to support club operations. If a club is affiliated with an outside organization (ie. Registered Nursing Association of Ontario) that charges a membership fee, that fee must be disclosed to, and approved by the Clubs Coordinator.

4.4 Use of Space

All Clubs must respect the use of on-campus space (including poster boards) as set out by the MSA and Mohawk College. Clubs release full responsibility of liabilities when using College and MSA operated and owned spaces.

- These spaces include but are not limited to the Clubs Room (G008a), any spaces owned and operated by the MSA, and/or any spaces owned or operated by Mohawk College.
- All space bookings are completed by the Clubs Coordinator. Requests submitted to the Clubs Coordinator must be submitted (5) business days in advance. Space booking requests must be communicated via the Clubs Coordinator email: msaclubs@mohawkcollege.ca
- All clubs must clean up any spaces used and leave the space as it was found.

4.5 Club Expectations

Club members and executives are a direct representation of the club.

Club members do not represent any individual group, country, religion, government, association or state as a whole. Any club found to be making such claims may have their recognized club status revoked. For example a campus club connected to a political party will be allowed, however they do not represent the political party and the club must be operated by students, not representatives external to the campus community.

Any Clubs who are found to have an affiliation with any outside organization who's purpose goes against the Ontario Human Rights Code (ie. Affiliation with hate speech) will not be allowed.

All Clubs and their members must maintain good standing with all College and MSA student rights and responsibilities policies and the College statements and policies on free speech. ADD MSA POLICIES

All clubs must be open to every student at Mohawk College, regardless of age, race, religion, ability, gender, program of study, social status or sexual orientation.

4.6 Club Executive Members

All club executive members must ensure that their club meets all MSA requirements throughout their term, and must re-apply for ratification by September 30th of each year. Clubs who do not meet this deadline must re-apply as a new club.

4.7 Transition

A club that can demonstrate a plan for continued activity into the next academic year can apply for continued recognition. The club must provide the Clubs Coordinator with an updated membership list, including a President and six members that will be students during the next semester.

If a club occupies a room booking space it does not guarantee they will continue to occupy that space through the next academic semester.

Clubs must submit a list of all members at the beginning of each semester, outlining their name, student ID number, and Mohawk College e-mail.

4.8 Maintaining Club Ratification Status

Clubs must meet once a month from September to April inclusive.

All members must be current students at Mohawk College.



The President and Vice-President must be current full time students in good academic standing, which the exception of clubs who focus on academic based student groups that are not considered full-time students. (ie. An Apprenticeship Club).

Club executive members must consist of students of Mohawk College, paying ancillary fees to the MSA, with a minimum passing grade point average of 60% in their most recent academic semester, with no more than one failure, and be free of financial indebtedness to Mohawk College and the MSA. Club executive members may not have any current offences on their record under the Mohawk College's Student Behaviour Policy or the MSA Code of Expectations or Code of Ethics.

Clubs must report any change to Club Executive members, to the Clubs Coordinator, within five (5) business days of the change taking place.

Part-time, continuing education, apprenticeship and other students are welcome to join the club as regular members.

MSA employees (with the exception of Mohawk College/MSA student staff) are not allowed to be members of clubs. Members of the MSA Board of Directors may be members of clubs, but may not be an Executive Member of any club.

The club must have an executive consisting of at least a President, Vice-President, and a faculty advisor.

All clubs must be open to every student at Mohawk College, regardless of age, race, religion, ability, gender, program of study, social status or sexual orientation.

All clubs, who choose to have an online presence, must give the Clubs Coordinator admin powers to the online community.

The Assistant Manager, Student Services, has the authority to temporarily restrict Club activities if there is a violation to the outlined procedures. This restriction will be in effect until the MSA Executive Committee reviews the violation and decides on whether or not to dissolve or sanction the club.

Once a Club has been approved, the Club will continue until dissolved by either the Club itself, or the MSA.

Approval does not need to be granted every year, as long as the Club Continuation Form is completed and submitted to the Clubs Coordinator by September 30th of each new school year.

Clubs must submit a list of all club members at the end of each semester, outlining their name, student ID number, and Mohawk College email.

5. Posters Requirements and Printing and Marketing Guideline

Clubs may print limited marketing materials through the Clubs Coordinator, and must obtain approval from the Clubs Coordinator prior to distributing any materials. Any printing requests will be considered on the basis of budget.

The Clubs Coordinator will obtain approval from the College to distribute and hang any marketing materials for the club.

No clubs may use the Mohawk College logo on their marketing material.

Clubs wishing to use the MSA logo must make a request through the Clubs Coordinator to arrange for the logo to be included on the material.

6. Room Booking

Clubs may book College and MSA owned and operated spaces and rooms through the Clubs Coordinator or their faculty advisor.

Clubs must make the Clubs Coordinator aware of the rooms that they will be using for their club activities, meetings, and events. Clubs must also notify all members of the club via the online platform set out by the MSA of any changes to room locations, meeting times, or room numbers.

Clubs accept full liability of any and all injuries, damage, or theft that may result from the use of any Mohawk College and MSA owned and operated spaces.

7. Event Planning

Club events that fall outside of the day-to-day activities of a club must be pre-approved by the Clubs Coordinator at least 10 business days prior to the event. Please submit the Event Approval form to the Clubs Coordinator.

8. Finances

8.1 Start-up costs

There are no startup funds available to clubs. To receive funding through the MSA, clubs must be active for two months and be consistently holding and reporting on meetings. MSA funding is available to: (1) subsidize on-campus club events/activities, and (2) to stimulate campus activity and student engagement in clubs. Clubs are encouraged to charge minimal event fees, where necessary, to help offset the cost of the event.

8.2 Deposited Funds

Each club can deposit money into their own allocation of the MSA run Club Fund.

The Clubs Coordinator, Senior Manager, Student Services & Activities, and the Assistant Manager, Student Services will be responsible for the accounting and tracking of the funds provided to each club (including the

money raised/contributed to the club), so that each club may have equitable access to the MSA portion of the Club Fund.

The portion of the Club Fund that the club has contributed to will be used first when a club attempts to withdraw money, with the funds that the MSA has contributed being used second.

Clubs will receive an update on the status of their finances every time they deposit or withdraw from their fund. Approval of reimbursements and withdrawals will be at the discretion of the Clubs Coordinator, Senior Manager Student Services and Activities, and the Assistant Manager, Student Services so that every MSA club will have equitable access to the MSA allocated Club Fund.

8.3 Use and Access to Funds

The money available in the fund must be put toward the delivery of events, tournaments, student forums, or some form of campus activity for Mohawk College Students. These items must promote Mohawk College, the MSA, and the Club by encouraging the involvement of the general student body.

1. To access funds from the club account, approval must be gained from the MSA Clubs Coordinator. Please see the Club Cheque Request Form in the Clubs Guide.
2. All funds obtained/collected by the club must be given to the MSA Clubs Coordinator to deposit into the club's own MSA run account. The club will receive an updated balance.
3. All original receipts and invoices must be submitted to the MSA Clubs Coordinator, who will keep them on file for a minimum of seven (7) years.
4. The club's financial records are subject to audit at any time, with or without notice, by the MSA Clubs Coordinator, a club member, the Senior Manager, Student Services and Activities, or the Assistant Manager, Student Services.
5. If a club is unable to produce a receipt, they may not request reimbursement.
6. Receipts must clearly outline/itemize what the club is attempting to have reimbursed.
7. Funding quotes must clearly outline/itemize what a club is attempting to have pre-approved to spend funds on.
8. If the club is inactive for 12 months, then the club's MSA account will be closed. Any excess funds will be retained by the MSA, and used by the MSA for future expenses related to the overall clubs' program.

Clubs must get written approval from the MSA Clubs Coordinator prior to spending money that they intend to have reimbursed.

Clubs may be denied access to funding from the MSA contributed portion of the Club Fund if the Clubs Coordinator, Senior Manager, Student Services & Activities, or the Assistant Manager, Student Services determine that the requested purpose of the funds does not warrant the amount being requested.

Clubs will never be denied access to their own personally raised/contributed portion of the Club Fund, for club related purposes.

To obtain funding, all Clubs are required to submit the Club Cheque Request Form to the Clubs Coordinator.

To contribute to your club's portion of the Club Fund, all clubs are required to submit a MSA Club Deposit Form.

9. Club Discipline Act

Clubs who fail to meet any of the above criteria may be disciplined in a four-step process. These steps may be escalated at the discretion of the Clubs Coordinator, Senior Manager, Student Services & Activities, or the Assistant Manager, Student Services.

1. Written warning via email from the Clubs Coordinator to the Club's Spokesperson and/or President. A meeting request to discuss the issue with the Clubs Coordinator or Assistant Manager, Student Services will be documented and will remain on file for a minimum of 2 years. Failure to attend this meeting will immediately place the club onto the next step.
2. Club Activity Suspended (two-week period). This includes room bookings, club funding, and any other club related activities.
3. Club Activity Suspended (full semester). This includes room bookings, Club funding, and removal of club recognition from the MSA. This step must be approved by the MSA Executive Committee.
4. Club Activity Suspended (full year). Club recognition from the Students' Association will be removed for the remainder of the academic year, and may be suspended for the next academic year. This step must be approved by the MSA Executive Committee.

Based on the recommendation of the Clubs Coordinator and the Assistant Manager, Student Services, the MSA Executive Committee may suspend a club at anytime for not adhering to any of the rules or eligibility requirements outlined in the Clubs Package.

Based on the recommendation of the Clubs Coordinator and the Assistant Manager, Student Services, the Executive Committee have the authority to remove a member from a club for not adhering to the rules outlined in the Clubs Package.

10. REFERENCES

- 10.1 Club Application Form
- 10.2 Club Continuation Form
- 10.3 Club Cheque Request Form
- 10.4 Event Application Form
- 10.5 MSA Club Deposit Request Form
- 10.5 MSA Code of Ethics
- 10.6 MSA Code of Expectations
- 10.7 Mohawk College's Student Behaviour Policy

11. QUESTIONS

All questions about this policy can be directed to the MSA Clubs Coordinator, Senior Manager, Student Services & Activities, Assistant Manager, Student Services or the MSA President.