

# **Club Ratification Policy**

York Federation of Students  
Operations Policy #14 – Club Ratification  
Revised April 24, 2023

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## **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 the academic, social, religious, and cultural needs at York University. The YFS provides a variety of services to student clubs 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 adopted the following policy as the Club Ratification Policy.

## **General Description**

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

- 1.0 Requirements for Ratification
- 2.0 Ratification Procedures
- 3.0 Club Ratification Approval Process
- 4.0 Conditions for De-Ratification
- 5.0 Clubs Town Hall
- 6.0 Active Bystander Training
- 7.0 Student Club Privileges
- 8.0 Event Promotion
- 9.0 Constitutional Requirements

### **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 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 discriminatory activities 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 that 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 Vice President Operations, including the addition to the club's e-mail listserve.
- 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 that seek ratification. Ratification is only granted to clubs that meet the appropriate requirements as listed above.

1.15 To achieve full ratification status, all clubs must fulfill the requirements listed under section 5.0, Clubs Town Hall, and section 6.0, Active Bystander Training.

## **2.0. Ratification Procedures**

2.1 All clubs seeking ratification must submit the following information::

- A detailed and fully completed YFS Club Ratification Application with the required documents.
- A list of the club executive, including telephone numbers, addresses, working e-mail addresses and student numbers.
- A completed Bank Letter Request Form, which includes the names of two student signing authorities, and the club name as it appears on the clubs' bank account.
- 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 club's 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 club's 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 (including college donations, private contributions, etc.)

2.2. The YFS will open up the Fall Term Club Ratification Application process from May 1 to September 30 of every year. There will also be a Winter Term Club Ratification Application process from January 1 to January 30 every year.

2.3. The YFS Club Ratification Application is located on the YFS website at

[www.yfs.ca/forms](http://www.yfs.ca/forms).

- 2.4. All YFS Ratified Clubs will be granted renewal upon receipt of a fully completed Club Renewal and 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 and 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 denying access to YFS services for clubs, including but not limited to 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 or denied by the Clubs Committee.
- 3.2. If ratification is granted, the organization will receive 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 for it to be considered.
- 3.4. 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.
- 3.5. The YFS may ask for resubmission of applications if the application is deemed inaccurate or does not follow the requirements 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 the 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 at 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 offense 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 meet the attendance requirements for the 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 starting 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 any executive 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, suspension of YFS Club Services and Funding, or both.

#### **6.0. Active Bystander Training**

In partnership with the Centre for Sexual Violence Response, Support & Education, the YFS will now be facilitating Active Bystander Training sessions. The purpose of the Active

Bystander Training is to educate club members on what sexual violence is, acknowledge ways to incorporate consent in everyday life and empower individuals to feel comfortable and confident about taking action when witnessing different forms of sexual violence.

A minimum of 50% of YFS Ratified Club 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 breaking down 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, but not limited to:

- Up to a maximum of \$800 in Club Funding per event;
- Up to \$300 in Base Funding;
- Up to \$200 in Club Merchandise Funding;
- Advocacy Services;
- Opportunities to table at YFS events;
- Club Listing on the YFS website;
- YFS liability insurance (upon request)
- Free booking of YFS Rentals;
- Printing Credit of \$125;
- Assistance with constitution writing, event planning, financial planning, and running elections;
- 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 outside the YFS office, which is 336 Student Centre. A poster must be dropped off at the YFS office 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 on the YFS Website.

### **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. It should also include who will be the signing authorities. Executive positions can include:

- Chairperson, or President;
- Treasurer, or Vice President Finance;
- Secretary, or Vice President Internal;
- Events Coordinator;
- Community Outreach;
- Membership Development, or Vice President External.

Indicate the length of the term, the date that it will begin, and any eligibility requirements for all positions.

### **Article V: Committees**

List any committees that exist in the club, and 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 the 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 club membership.

## **Article VI: Meetings Requirements and Procedures**

Indicate frequencies of executive meetings, board meetings and General Meetings open to all club members. 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, using Robert's Rules of Order.

## **Article VII: Elections**

Indicate election timelines, including nomination and campaigning periods and 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's 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.
- The nomination period must allow candidates to collect nomination signatures from 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.