



**SENECA  
STUDENT  
FEDERATION**

**Seneca Student Federation Incorporated**

*To provide services and activities that benefit and meet the needs of Seneca students in a fiscally responsible manner within a learning environment.*

**CLUBS/ASSOCIATIONS  
INFORMATION PACKAGE  
2014/2015**

September 2014

## GETTING STARTED

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The Seneca Student Federation has sole authority to create/sanction student Clubs/Associations, **exempting athletic groups**, and has the right to approve or deny any application or to withdraw previously granted Club/Association sanctioning. The Club/Association Information Package and Application Package has accordingly been compiled to provide clear guidelines as to the requirements of obtaining Club/Association sanctioning and the requirements of maintaining sanctioning once it has been granted.

Clubs and Associations provide a great opportunity for students with common interests (whether social, academic, religious or cultural) to meet and network with other students and to build new relationships. Clubs and Associations also provide unique opportunities to develop skills in leadership and working with groups. In addition, as a sanctioned Seneca Student Federation Club/Association, you can provide a positive environment for students to participate in activities outside of their academic life.

All full time students are encouraged to participate and join any Club or Association they desire. All SSF clubs are accessible to all full time students no matter age, gender, religious or cultural beliefs. Any instances where individuals are restricted from participation with a specific Club or Association should report immediately to the SSF Coordinator and/or SSF Vice President at their local campus.

Individual students and student groups are responsible for conducting their activities in a manner consistent with the Charter of Student Rights and Responsibilities of Seneca College of Applied Arts and Technology and the By-Laws of the Seneca Student Federation Incorporated. The Seneca Student Federation Incorporated shall not discriminate on the basis of race, sex, nationality, handicap, religion, political beliefs, sexual orientation, age or other non-merit reasons when considering Application Packages.

Club/Association membership is restricted to full time Seneca College students. Individuals who are not full time students may not be members of a Club/Association. As non-fee paying students, part time students are not permitted to be members of a Club/Association. It is the responsibility of the Club/Association Executive to monitor the academic status of their Club/Association membership to ensure all students continue to be enrolled in full time studies.

## CLUB/ASSOCIATION INFORMATION AND APPLICATION PROCESS

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Thank you for your interest in creating a Club/Association.

The Club/Association application and sanctioning process is broken down into three stages, and are sequential:

### 1. Club/Association Information Package

The first step in forming a Club/Association is to pick up a Club/Association Information Package. **Once this package is read and understood, the student wishing to form a Club/Association must sign off on this package, agreeing that they have read and understood the information provided and will abide by the Club/Association policies and procedures.**

The Club/Association Information Package is intended to provide students interested in forming a Club/Association with the Policies and Procedures governing Clubs and Associations. Students are encouraged to ask questions if areas of this package are unclear. Once the package has been read and understood, the Agreement Between the SSF Inc. and Club/Association Executive must be signed by the President and Vice President. Once the agreement has been signed, the Club/Association Application Package can be completed and submitted.

Included in the Club/Association Information Package are:

- a) Club Sanctioning
- b) Membership
- c) Club/Association Classification
- d) Deadlines for Applications
- e) Executive
- f) Club/Association Meetings
- g) Benefits of Becoming a Sanctioned SSF Club/Association
- h) Criteria for Maintaining SSF Club/Association Status
- i) What Not To Do
- j) Events
- k) Funding
- l) Deadlines for Funding Requests
- m) Financial Accounts
- n) Postings
- o) Promoting Club/Association on Campus
- p) Clubs'/Day/International Days/Year End Recognition Event
- q) Agreement Between SSF Inc. and Club/Association Executives\***
- r) Club/Association Application Package 2014/2015\***

***\* Forms must be completed and submitted to your local SSF office.***

2. Club/Association Application Package

Once the Club/Association Information Package is signed off on, the Club/Association Application Package will need to be completed by the student(s) wishing to form a Club/Association. President, Vice President and Secretary/Treasurer for the Club/Association is required as well as the Club/Association's Constitution and membership. Membership cards must be returned with this package. This package must be completed in both hardcopy as well as on line at [www.ssfinc.ca/apply](http://www.ssfinc.ca/apply).

3. Club/Association Executive Training

Club/Association Executives must all complete training **before** their Club/Association can be considered for sanctioning and **before** they can begin planning activities.

Club/Association training dates will be provided by the SSF Coordinator.

Clubs/Associations will not be sanctioned until ALL executives have received training.

# **CLUB/ASSOCIATION INFORMATION PACKAGE**

## **CLUB SANCTIONING**

The Seneca Student Federation Inc. will approve or deny your application based on the following four criteria:

1. Club history, similar clubs on campus, club mandate/constitution, and its benefit to student life
2. Adherence to the Club/Association Information and Club/Association Application Package criteria, SSF Inc. By-laws & guidelines as well as Seneca College policies and relevant SSF Inc. By-laws
3. Legal, ethical and appropriateness for a College environment
4. Liability exposure and insurance risk

## **MEMBERSHIP**

All SSF sanctioned Clubs/Associations MUST be open to any and all “full time, activity fee paying students”. No Club/Association may limit its membership on the basis of age, college program, colour, creed, disability, ethnic origin, gender, race, social status or any other restriction under the Ontario Human Rights Code.

Club/Association membership is restricted to full time Seneca College students. Individuals who are not full time students may not be members of a Club/Association. As non-fee paying students, part time students are not permitted to be members of a Club or Association. It is the responsibility of the Club/Association executive to monitor the academic status of their Club/Association membership to ensure all students continue to be enrolled in full time studies. Club/Association membership must always be a minimum of 10 members, which includes the three executive members.

## **Membership Restrictions**

- NO SSF Council member may be involved, in any way (executive/member/advisor) with a Club/Association
- NO Club/Association may take part in any initiation of its members in any form
- NO Club/Association may charge a fee for membership
- NO Club/Association may force students to join
- An executive from one Club/Association MAY NOT be an executive of another Club/Association

## **CLUB AND ASSOCIATION CLASSIFICATION**

Clubs and Associations are made up of groups of full time Seneca College students who have a common interest. Clubs/Associations may be classified as:

- Cultural
- Program-related
- Religious
- Hobby
- Common Interest

### **What's the difference between a Club and an Association?**

If you are wondering whether your group should be considered a club or an association, here's a brief description to help you choose:

#### **Association**

A group of Seneca students affiliated with a national or international association or a specific Seneca program. Examples include ACE Seneca, affiliated with Advancing Canadian Entrepreneurs.

#### **Club**

A group of Seneca students who share a common interest. Most groups will be referred to as a Club. Examples include Chess Club and Abundant Life Christian Fellowship.

### **DEADLINES FOR APPLICATIONS**

#### **Applications for Club/Association Sanctioning**

Request for Club/Association Sanctioning must be received by the Seneca Student Federation no later than Friday, January 30, 2014. Applications for Club/Association Status will not be accepted after this date.

#### **When does 2014/2015 Clubs/Association Sanctioning end?**

SSF Clubs/Associations are sanctioned until April 30, 2014.

#### **What if a Club/Association Wants to Continue Through the Summer 2015 Semester?**

Clubs/Associations may continue through the Summer semester, however; they must complete a Request for Summer 2015 Recognition Package. Students must be full time summer semester students to form or join a Club/Association in the summer semester. Notice must be given to the SSF Coordinator at the end of the Winter semester if their Club/Association wishes to continue throughout the Summer. No funding is provided for summer semester activities.

### **CLUB/ASSOCIATION EXECUTIVE**

The Club/Association executive shall serve from the first day of sanctioning to the last day of the winter semester in that academic year. Executives may be removed from office during a special meeting with a two third majority vote of the registered members present and in person. A member of the Seneca Student Federation must attend meetings, which may result in the removal of an executive member. In the event the issue surrounding the removal cannot be resolved, the final decision will be made by the Seneca Student Federation Inc.

An executive on one Club/Association MAY NOT be an executive on another Club/Association, however; they may be a member of other Clubs or Associations.

#### ***Duties of Club/Association President:***

- Attend and chair all Club/Association meetings
- Attend SSF Club/Association training
- Attend inter-club meetings
- Assume responsibility for all Club/Association actions and events

- Liaise with the campus SSF Coordinator responsible for Clubs/Associations on a regular basis
- Prepare and submit an annual report of the activities of the Club/Association to its members and the SSF
- Prepare proposed Event Proposal and/or Budget Request and Special Event Budget Request proposals
- Provide a Transition Report to the SSF Coordinator at the end of the winter semester
- Be a signing officer for their Club/Association

#### *Duties of Vice President*

- Assume the duties of the President in his/her absence
- Succeed the President in the event of his/her resignation, graduation or dismissal
- Attend all meetings
- Be a signing officer for their Club/Association

#### *Duties of Club/Association Secretary/Treasurer*

- Attend all meetings
- Be a signing officer for their Club/Association
- Maintain Club/Association financial records

#### *Faculty Advisor*

- Clubs/Associations affiliated with a Seneca College program MUST have a Faculty Advisor
- Faculty Advisors may act as a resource person between the Club/Association and the College
- Faculty Advisors play a supportive and advisory role only and may not interact with the SSF on behalf of the Club/Association

### **CLUB/ASSOCIATION MEETINGS**

The executive of the Club/Association shall hold a **minimum** of one regular meeting in each month of the fall semester and a minimum of one regular meeting in each month of the winter semester. The time and place of all meetings is to be determined by the executive and announced to the general membership, as well as to the SSF Coordinator, at least 48 hours prior to the meeting date. Meeting dates must be included in the Club/Association Constitution. Minutes of all meetings must be submitted to the SSF Coordinator within one week of the meeting.

### **BENEFITS OF BECOMING A SANCTIONED SSF CLUB/ASSOCIATION**

All SSF sanctioned Clubs/Associations have the following privileges:

- Guidance and support from the Seneca Student Federation
- Website space and an @ssfinc.ca email account
- Official recognition on all published lists of SSF Clubs & Associations (i.e. on SSF Inc. website, SSF publications, etc.)
- Free photocopying for Club/Association purposes (photocopies will be done in your local SSF office and will be done by SSF staff)

- Bulletin board access for approved promotional materials (SSF Coordinator will post all promotional materials on behalf of the Club/Association)
- Club/Association space (all campuses may not have club space)
- Liability coverage from the SSF Inc. for all approved events
- Opportunities to network with other Seneca students and staff
- Invitation to the Club/Association Year-end Appreciation Event
- Participation in International Day(s) events
- Participation in Clubs' Day
- Access to booking classrooms at your campus

### **CRITERIA FOR MAINTAINING SENECA CLUB/ASSOCIATION STATUS**

In order for Clubs/Associations to maintain their sanctioning, they must:

- Maintain the minimum number of ten (10) current full time activity fee paying student members - 3 executive members (President, Vice-President and Secretary/Treasurer) and 7 members at large. The Club/Association must be open to all interested full time activity fee paying students
- Ensure all Club/Association members conduct their activities in a manner consistent with the Charter of Student Rights and Responsibilities of Seneca College of Applied Arts and Technology and the By-Laws of the Seneca Student Federation Incorporated
- Hold a minimum of one (1) monthly meeting in both the fall and winter academic semesters. Minutes from each meeting must be submitted to the SSF Coordinator within one week of the meeting date. Failure to hold monthly meetings and/or provide meeting minutes will result in revocation of sanctioning
- The President of the Club/Association MUST attend a Club/Association Presidents' meeting each semester
- All Club/Association executives must attend an Executive Training session to review Club/Association policies and procedures. Sanctioning will not take place until this training is complete
- Participate in Clubs' Day (see your SSF Coordinator for dates and details)
- Hold, advertise and promote all Club/Association meetings and events and submit all documents to SSF Coordinator in a timely manner

### **WHAT NOT TO DO**

- Hold events that have **NOT** been approved by the Seneca Student Federation
- Fail to abide by the Club/Association policies and procedures; SSF By-Laws and Seneca College policies
- Enter into any contractual relationship associated with their Club/Association
- Clubs/Associations are not permitted to assist in classroom assignments
- Clubs/Associations may not be a member of a commercial organization
- Clubs/Associations may not display their Club/Association logo or promote events off campus
- Clubs/Associations may not create any publications, engage or solicit advertisements with outside companies
- Clubs/Associations may not receive sponsorship from any outside company/business/restaurant without the approval of the Seneca Student Federation Inc.



## **EVENTS**

### **On Campus Events**

- On campus events must be open to all Seneca full time students, and may not be restricted to program, cultural, religion, etc.
- Timing of events must also be geared to when the majority of students are on campus.
- Clubs/Associations wishing to organize an on campus event, must first complete an Event Proposal/Budget Request Form. This form must be submitted to the SSF Coordinator at least three weeks prior to the date of the planned event. Forms will not be accepted less than three weeks from the planned event date, nor will the form be accepted if information is missing.
- Once an event/activity has been approved by the SSF, planning details must be provided to the SSF Coordinator at least two weeks prior to the date of the event.
- Large events, benefiting all Seneca students, may sometimes be held in conjunction with the Seneca Student Federation. Ask your SSF Coordinator for more information and criteria.

### **Off Campus Events**

- Clubs/Associations exist to enhance student life on campus. As such, due to liability and insurance policies, SSF sanctioned Clubs/Associations MAY NOT hold events at an off campus location.

### **Awareness Campaigns**

- Awareness campaigns, (i.e. HIV/AIDS, Black History Month, etc.), are limited to one event per month.
- Clubs/Associations wishing to organize an awareness campaign, must provide a written proposal, at least three weeks in advance, to the SSF Coordinator.
- Awareness campaigns are also organized by the SSF. Clubs/Associations may have the opportunity to work directly with the SSF in organizing awareness campaigns.

## **FUNDING**

Clubs/Associations who would like to organize an event may request funding by completing an Event Proposal/Budget Request form. Event Proposal/Budget Request forms **MUST** be received at least three weeks prior to the event date to allow sufficient time for requests to be considered. **Forms received less than three weeks from the date of the event will not be accepted.** The SSF Coordinator at your campus will contact you within three business days regarding your Event Proposal/Budget Request.

The Event Proposal/Budget Request form must be completed fully. Should your Event Proposal/Budget Request be approved, reimbursements will be made **after the event** once original receipts have been submitted along with a completed Club/Association Reimbursement form, containing original receipts and all approval signatures. An Event Post Mortem must also be submitted at this time. Debit/Credit card printouts will not be accepted for reimbursement. All Debit/Credit card printouts must be accompanied by detailed receipts.

### **Specifics on Funding**

#### **Food**

- .. Funding will not be provided for food at Club/Association meetings
- .. Funding will not be provided for food giveaways. Food may be part of an event, but not the purpose of the event

#### **Club/Association Purpose**

- .. No funding for events not related to Club/Association purpose; alcohol related events; personal gain; program initiatives including field trips, socials or graduation

#### **Fundraising**

- .. *Sanctioned Clubs/Associations who wish to fundraise (for registered charities only) will be provided space and a table only*
- .. *No fundraising may take place for personal gain*

#### **Program Related Events**

- .. *Funding is not available for any program-related events including, but not limited to BBQ's, field trips, socials and graduations*

#### **Requests for Funding**

- .. Clubs/Associations may not request funding directly to their LBC, the Central Level or the SSF Board of Directors
- .. All requests must be made directly to the SSF Coordinator

#### **Conflict of Interest**

- .. Club/Association members must disclose conflicts of interest, which may benefit themselves, or another Club/Association member
- .. Conflict of interest must be disclosed on the Event Proposal/Budget Request form

#### **Capital Purchases**

- .. No funding will be provided for capital purchases, i.e. equipment to be used by the Club/Association

### **Raffles**

- .. Clubs/Associations may not hold a raffle

### **Reimbursements**

- .. No cash reimbursements will be issued
- .. All reimbursements will be made through a personal cheque
- .. In order to receive a reimbursement for an approved event, a Reimbursement Request form must be completed. This form, along with original receipts, should be given to the SSF Coordinator. **When completing the form, HST must be shown as a separate entry**
- .. Please allow up to three weeks for reimbursement

### **Cash Advances/Loans**

- .. No cash advances or loans will be provided

### **DEADLINES FOR FUNDING REQUESTS**

Fall 2014 Requests for funding (Event Proposal/Budget Requests) for Fall 2014 semester events must be received by the Seneca Student Federation, **no later than Friday, October 31, 2014**. Funding requests received after this date will not be accepted.

Winter 2015 Requests for funding (Event Proposal/Budget Requests) for Winter 2015 semester events must be received by the Seneca Student Federation, **no later than Friday, February 13, 2015**. Funding requests received after this date will not be accepted.

### **CLUB/ASSOCIATION FINANCIAL ACCOUNTS**

Each Club and Association has their own financial account which is facilitated by the local SSF Inc. Operations Staff. This account is used for club deposits as well as for Club/Association reimbursements.

Personal bank accounts **may not** be set up by Clubs/Associations.

The Secretary/Treasurer is also responsible for maintaining their own financial Club/Association financial records to be reconciled with the SSF's accounts to ensure account balances are in agreement.

It is important to note that an outside audit company will be auditing all Club/Association accounts, so accurate records must be kept.

## **POSTINGS**

Clubs/Associations are permitted to create flyers advertising approved events, Club/Association meetings, etc. All flyers/posters/brochures etc., must be approved by the SSF Coordinator before photocopying, distribution or posting. Once approved, the flyer/poster will be posted by SSF staff on the SSF bulletin boards.

Posters/flyers/brochures, etc., created in a language other than English, must also contain an accurate English translation in the same font and font size. The English translation must be on the same page as the other language, not on a separate page.

Unsanctioned clubs may be allowed to advertise for a Club/Association start-up meeting, if required.

## **PROMOTING YOUR CLUB/ASSOCIATION ON CAMPUS**

Clubs/Associations may make arrangements to set up a table at various, designated locations around campus. Arrangements must be made with the SSF Coordinator, at least three business days prior to the date the Club/Association would like to set up a table. Any flyers, brochures, etc., Clubs/Associations wish to have available at their table, **MUST** be approved by the Seneca Student Federation. Printed materials to be distributed, must be submitted to the SSF Coordinator at your campus, at least three business days prior to the date the material will be used.

## **CLUB FORMS**

Clubs/Associations may access the following forms by picking it up at their local SSF office or access them online at [www.ssfinc.ca/club/application](http://www.ssfinc.ca/club/application):

- Event Proposal and/or Budget Request
- Room Booking and/or Table Request
- Club/Association Reimbursement Request
- Post Mortem/Event Report Form

## **OTHER INFORMATION**

### **Clubs' Day**

Once, in each semester (fall & winter), the SSF Coordinator will organize a "Club Day". All clubs and associations are required to set up a table. Check with your SSF Coordinator for dates, times and location.

### **International Days**

International Days is an event that happens at all campuses, usually within the first three months of the year (Winter 2015 semester). Clubs/Associations are encouraged to become involved and may choose a country to represent. For more information, check with the SSF Coordinator at your campus.

### **Club/Association of the Year & Recognition Event**

The work of Clubs/Associations is a valued part of student life at Seneca College. To show our appreciation of your hard work, the Seneca Student Federation hosts a year end, college-wide appreciation event. This event is usually held shortly after exam week in April. At this event, a Club/Association of the Year, from each campus, is announced. The Club/Association of the Year will be selected by a committee made up of an SSF Coordinator, SSF Operations Manager, and one additional SSF member.

**AGREEMENT BETWEEN SSF INC. AND CLUB/ASSOCIATION EXECUTIVE**

I have read and understand the information provided in the Seneca Student Federation Inc. Club/Association Information Package and take responsibility to inform my Club/Association members of the policies and procedures surrounding Clubs/Associations.

I agree to abide by the policies, procedures, terms and conditions set out in this package and understand that should events/behaviour contravene this package, sanctioning of the Club/ Association I am associated will result in revocation.

\_\_\_\_\_  
Club/Association Name

\_\_\_\_\_  
President Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Vice President Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
SSF Coordinator Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**SENECA STUDENT FEDERATION INC.  
2014-2015  
STUDENT CLUB/ASSOCIATION APPLICATION PACKAGE**

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1. Freedom of Information and Protection of Privacy Act
  2. Club/Association Executive information
  3. Deadlines for Applications
  4. Constitution
  5. Promotional Paragraph
  6. Statement of Responsibility
  7. Membership Cards
  8. Sanctioned Club/Association Agreement Form
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**Today's Date:** \_\_\_\_\_

**Name of Club or Association:** \_\_\_\_\_

**Campus:** \_\_\_\_\_

**Freedom of Information and Protection of Privacy Act**

In accordance with section 39(2) of the Freedom of Information and Protection of Privacy Act, this is to advise you that the personal information collected on this form will be used by members of the Seneca Student Federation Incorporated and by Seneca College Student Services staff for the following purposes:

- To identify you as a full time student of Seneca College
- To contact you as/if required

Any questions concerning the collection of this information may be directed to the SSF Operations Manager at your Local Branch SSF Council office.

**CLUB/ASSOCIATION EXECUTIVES**

I acknowledge that by signing this form, I understand and agree that the information provided is accurate and current.

**President**

Name (print): \_\_\_\_\_

Student ID#: \_\_\_\_\_

E-Mail: \_\_\_\_\_@myseneca.ca

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Club or Association Executives - Cont'd**

**Vice President**

Name (print): \_\_\_\_\_

Student ID#: \_\_\_\_\_

E-Mail: \_\_\_\_\_@myseneca.ca

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Secretary/Treasurer**

Name (print): \_\_\_\_\_

Student ID#: \_\_\_\_\_

E-mail: \_\_\_\_\_@myseneca.ca

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Faculty Advisor (mandatory if program related)**

Name (print): \_\_\_\_\_

E-Mail: \_\_\_\_\_@senecacollege.ca

Telephone: \_\_\_\_\_

Signature: \_\_\_\_\_

**Deadlines for Application**

Clubs/Associations may apply for sanctioning up to Friday, January 30, 2015.

**Please Note:**

- Club/Association Application Packages will NOT be accepted after January 30, 2015
- Clubs/Associations wishing to continue into the Summer 2015 semester, must apply for Summer 2015 sanctioning. Pick up a Summer 2015 Sanctioning Package from your local SSF Coordinator.

**WHAT MUST BE INCLUDED (HANDED IN) WITH THIS APPLICATION PACKAGE**

1. Club/Association Executive Information \_\_\_\_\_
2. Constitution \_\_\_\_\_
3. Promotional Paragraph \_\_\_\_\_
4. Signed Statement of Responsibility \_\_\_\_\_
5. Membership Cards \_\_\_\_\_
6. Sanctioned Club/Association Agreement Form \_\_\_\_\_



## **CLUB/ASSOCIATION CONSTITUTION**

What is a Constitution? A Constitution is a basic set of rules for the daily running of your Club/Association. It should detail, for your members and others, the name, objectives, methods of management and other conditions under which your Club/Association will operate, and generally, the reason for its existence.

What to include in your Club/Association Constitution:

- Article 1:     Name  
                  This section states the name of the Club/Association
- Article 2:     Mission  
                  This section explains the purpose of the Club/Association and why it exists. Also to be included in this section is a list of the activities the Club/Association plan to organize
- Article 3:     Membership  
                  This section outlines who can be part of this organization and how executive vacancies will be filled as well as how internal problems will be handled
- Article 4:     Seneca Student Federation Inc.  
                  This section of the Constitution outlines that the Club/Association recognizes the policies, procedures and standards of the Seneca Student Federation Inc., and Seneca College of Applied Arts & Technology and that failure to comply with the policies, procedures and standards will result in the termination of the Club/Association.
- Article 5:     Office & Duties  
                  This section is for the executive members of the Club/Association. It outlines the requirements for each executive member, including, but not limited to:
- Attendance at all meetings
  - Adherence to the Club/Association Constitution and utilize it for reference in operational decisions
- Article 6:     Meetings  
                  This outlines the Club/Association meetings, including when meetings will take place (a list of meeting dates is required) and what will occur during meetings

- \*\* Please use a separate sheet for your Club/Association's Constitution**  
**\*\* Your Constitution must accompany the Application Package**  
**\*\* Ensure all of the above items are included in your Constitution**

**PROMOTIONAL PARAGRAPH**

To be used on the SSF Inc. website/print advertising. Must be between 50 and 75 words.

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**SENECA STUDENT FEDERATION INCORPORATED  
CLUBS & ASSOCIATIONS**

**Statement of Responsibility**

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All SSF Club/Association Presidents are required to read and sign the Statement of Responsibility. As the President of a Seneca Student Federation Inc., Club or Association, I have read and understood and hereby acknowledge my responsibilities as follows:

- To act in accordance to the Seneca Student Federation Incorporated By-Laws, Seneca College Policies including the Student Rights and Responsibilities Policy and the Discrimination and Harassment Policy of Seneca College
- To ensure that all Club or Association Executive Members follow the same policies including those governing the Club/Association in mention and act in a way that is uplifting to the College community
- To prepare an annual report of the activities of the Club/Association and submit it to its members and the SSF Inc.
- To attend an Executive Training meeting with the SSF Coordinator responsible for Clubs & Associations. **Executive training must be complete before sanctioning is granted**
- To attend inter-Club/Association meetings
- To chair all Club/Association meetings
- To act as one of the signing officers of the Club/Association

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*Club or Association Name (please print)*

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*Club or Association's President's Signature/Print & Sign*

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*Date*

### **MEMBERSHIP CARDS**

A minimum of TEN (10) current full time activity fee paying students are required in order to form a Club/Association. This includes three executives (President, Vice President & Secretary/Treasurer) and seven members-at-large.

Each member, including executives, must complete a Club/Association Membership Card. Please ensure that ALL information is completed on the card. Cards with incomplete information will not be accepted.

**CLUB/ASSOCIATION MEMBERSHIP CARD**

\_\_\_\_\_  
CLUB/ASSOCIATION NAME (PLEASE PRINT FULL NAME)

\_\_\_\_\_  
Student's Full Name (Please print clearly first & last name)

\_\_\_\_\_  
Student # (MUST be a full time student)

\_\_\_\_\_  
Phone #

\_\_\_\_\_@myseneca.ca  
Seneca E-mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Freedom of Information and Protection of Privacy Act  
In accordance with section 39(2) of the Freedom of Information and Protection of Privacy Act, this is to advise you that the personal information collected on the form will be used by members of the Seneca Student Federation Incorporated (which includes the Club/Association Executives, Student Federation Council, SSF Inc. Operations Staff) and by Student Services staff for the following purposes:  
> To identify you as a full time student of Seneca College;  
> To contact you as an above named Club and Association Member as required.



**CLUB/ASSOCIATION MEMBERSHIP CARD**

\_\_\_\_\_  
CLUB/ASSOCIATION NAME (PLEASE PRINT FULL NAME)

\_\_\_\_\_  
Student's Full Name (Please print clearly first & last name)

\_\_\_\_\_  
Student # (MUST be a full time student)

\_\_\_\_\_  
Phone #

\_\_\_\_\_@myseneca.ca  
Seneca E-mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Freedom of Information and Protection of Privacy Act  
In accordance with section 39(2) of the Freedom of Information and Protection of Privacy Act, this is to advise you that the personal information collected on the form will be used by members of the Seneca Student Federation Incorporated (which includes the Club/Association Executives, Student Federation Council, SSF Inc. Operations Staff) and by Student Services staff for the following purposes:  
> To identify you as a full time student of Seneca College;  
> To contact you as an above named Club and Association Member as required.

Card # \_\_\_\_\_

**CLUB/ASSOCIATION MEMBERSHIP CARD**

\_\_\_\_\_  
CLUB/ASSOCIATION NAME (PLEASE PRINT FULL NAME)

\_\_\_\_\_  
Student's Full Name (Please print clearly first & last name)

\_\_\_\_\_  
Student # (MUST be a full time student)

\_\_\_\_\_  
Phone #

\_\_\_\_\_@myseneca.ca  
Seneca E-mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Freedom of Information and Protection of Privacy Act**

In accordance with section 39(2) of the Freedom of Information and Protection of Privacy Act, this is to advise you that the personal information collected on the form will be used by members of the Seneca Student Federation Incorporated (which includes the Club/Association Executives, Student Federation Council, SSF Inc. Operations Staff) and by Student Services staff for the following purposes:

- > To identify you as a full time student of Seneca College;
- > To contact you as an above named Club and Association Member as required.

Card # \_\_\_\_\_

**CLUB/ASSOCIATION MEMBERSHIP CARD**

\_\_\_\_\_  
CLUB/ASSOCIATION NAME (PLEASE PRINT FULL NAME)

\_\_\_\_\_  
Student's Full Name (Please print clearly first & last name)

\_\_\_\_\_  
Student # (MUST be a full time student)

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**SENECA STUDENT FEDERATION INC.**  
**SANCTIONED CLUB/ASSOCIATION AGREEMENT FORM**

The Club/Association \_\_\_\_\_ understands that to form and remain a Club/Association that is sanctioned by the Seneca Student Federation Inc., the Club/Association will:

1. Operate the Club/Association in a manner that will not contradict the Seneca community standards or the institutional policies. They must also abide by their own Constitution, SSF By-laws and the Club/Association policies and procedures.
2. Be responsible for the maintenance and security of any e-mail, website, space or information assigned to them as a Club/Association.
3. Be bound by the Policies and Procedure included in this package.
4. Be bound by the rulings of the Seneca Student Federation Inc.

The Club/Association \_\_\_\_\_ also understands and acknowledges that the Seneca Student Federation Inc., has the right to immediately suspend and/or completely revoke any Club/Association privileges, resources or titles. The Seneca Student Federation will assume ownership of any Club/Association resources owned by the SSF Inc., should a Club/Association cease to exist. Examples of that which would constitute immediate review is breach of the Club/Association's Constitution, SSF Club/Association policies and procedures, Seneca College institutional policies, financial mismanagement or abuse of any privileges, resources or titles, etc.

We, as the Club/Association representatives and leaders acknowledge that we have read the Club/Association policies and procedures and agree to adhere and respect all terms and conditions imposed by these documents.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Student Number

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Position

\_\_\_\_\_  
Executive Position

**SANCTIONING**

**OFFICE USE ONLY:**

**Club/Association Application Package Received by and Includes:**

- **Club/Association Executive Information**                      **Rec'd** \_\_\_\_\_
- **Constitution**    **Rec'd** \_\_\_\_\_
- **Promotional Paragraph**    **Rec'd** \_\_\_\_\_
- **Statement of Responsibility**    **Rec'd** \_\_\_\_\_
- **Membership Cards**    **Rec'd** \_\_\_\_\_
- **Sanctioned Club/Association Agreement Form**                      **Rec'd** \_\_\_\_\_

**SSF Coordinator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Sanctioned by**  
**SSF Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**DISCLAIMER:            SANTIIONING DOES NOT MEAN THE SENECA STUDENT  
FEDERATION SUPPORTS THE CLUB/ASSOCIATION'S GOALS**