



POLICY TYPE: Strategic Priorities

POLICY TITLE: Clubs & Communities

Date Adopted: July 27th 2022

Last Reviewed: August 28th 2019

1. PURPOSE:

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

2. SCOPE:

- a. 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.

3. NAME OF POLICY:

- a. This policy shall be referred to as the "Clubs & Communities Policy".

4. CLUB AND COMMUNITIES RESPONSIBILITIES

- a. Responsibilities include, but are not limited to:
 - i. Adherence to MSA's mission, vision and values.
 - 1. MSA Clubs & Communities Guide as well as other accompanying documents.
 - ii. Adherence to Mohawk College policies and procedures.
 - iii. Dialogue correspondence from and to the MSA, its members and the Mohawk College community.
 - iv. 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.
 - 1. All Clubs & Communities must practice and foster inclusive environments.
 - a. 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.

4.1 Club Executives

- a. Executive members of an approved Club and/or Community must be active students of Mohawk College who are fee-paying members of the MSA, including but not limited to MSA Board of Directors.
 - a. Clubs & Communities memberships shall be comprised of 75% of Mohawk College part-time, full-time and/or co-op students.



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- i. Continuing education, apprenticeship and/or external community members (non-MSA members) are welcome to join the Club & Community membership with the remaining 25% percent.
- b. All executives shall be responsible for their duties and role expectations, regardless of their position all executive leaders must ensure their Clubs & Communities continuously upholds their purpose and mandate.

5. CLUB AND COMMUNITIES EXPECTATIONS

- a. All executives and members must maintain good standing with all College and MSA policies, procedures and practices.
 - i. This includes but not limited to grade point average and/or offence records.
- b. Membership recruitment.
 - i. 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.
 - 1. 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.

6. CLUB AND COMMUNITIES FINANCIALS

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

7. CLUB AND COMMUNITIES EVENTS

- a. 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.
 - i. Please refer to event guidelines in Club & Communities Guide.

8. CLUB AND COMMUNITIES MARKETING AND PROMOTIONS

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