



Conestoga. Clubs Manual

2023-24

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The CSI Clubs Manual is a working document and may be updated by CSI Leadership at any point. Upon the need for updates, Club Executives will be made aware of the changes.

DEFINITIONS

Throughout this document, reference will be made to the following:

CSI Club – may refer to a CSI Club(s) and/or Association(s)

CSI Leadership – may refer to csileadership@conestogac.on.ca or staff who represent the CSI Leadership department.

CSI CLUBS

Conestoga Students Inc operates under the leadership and direction of the student board of directors. Within the pillars of the Board’s Mission, these ends are highlighted.

Students have the opportunity to participate in recreational activities and have access to study spaces and student lounges on campus.

- Recreational activities and events.
- Places to study, relax and socialize.

Students have access to skills development.

- Students have access to grow their personal and professional skills

It is the CSI Leadership’s mandate is to support the creation of clubs and create opportunities for CSI members to inculcate leadership skills and build a community. Through clubs, members have an opportunity to develop critical skills that will allow for their personal and professional growth at Conestoga and beyond.

ABOUT STARTING A CLUB

CURRENT CSI CLUBS

Before applying to start a club, make sure to browse the “[Current CSI Clubs](#)” to ensure one similar isn’t already active that you could join instead!

To join an existing club, student can apply through the CSI website under club’s webpage.

Don’t see a club listed that you’re interested in? Well then let’s help you start one!

For any questions please email csileadership@conestogac.on.ca

STARTING A SANCTIONED CLUB

Starting a club with CSI will help bring like-minded students together over a shared passion!

In order to become a fully sanctioned club of CSI, you must read the Clubs Manual (this document) and fill out the Clubs Application Form on the website for the CSI Leadership department to review. You will then be contacted via the email address you provided (must

be your student Conestoga email address!) to set up a meeting and hopefully complete the process.

IF AN APPLICATION HAS BEEN APPROVED

If approved, as a CSI Club, you will receive support with:

- Funding (as approved - for meetings, events, and prizes)
- Promotional support
- Guidance on how to run meetings and events.
- General moral support

REASONS WE MAY DECLINE AN APPLICATION

Why might your club application be denied?

- Incomplete application package: in which we will outline where we need more information for you to provide.
- A similar club is already in existence; in which case we may redirect you to join theirs!
- Unpaid CSI Club Fees, which we can then guide you through the opt-in and payment process.
- Other reasons at our discretion, which would be followed up with an explanation and hopeful further solution.

CSI CLUB POLICIES & PROCEDURES

The CSI Clubs Manual was implemented to ensure that all clubs within the Conestoga College community have access to a document that clearly outlines the requirements for becoming and remaining a CSI club. Included is a list of policies and procedures that all clubs must follow in order to become and remain sanctioned.

Before you begin your application or renewal, you need to be well informed of the CSI Club Policies & Procedures. Please take the time to read the rest of the manual, making sure you understand all CSI Club Policies & Procedures.

For any questions, please email csileadership@conestogac.on.ca.

GENERAL OPERATIONS

To become and remain in operation, Clubs must follow the below general Operation Policy:

- 1) Clubs and associations need to register/renew each semester, as outlined in the [Club Approval & Renewal Policy](#).
- 2) Clubs and associations need to meet the minimum membership requirements as outlined in the [Membership Policy](#).

- 3) CSI has a No Tolerance Policy; no student or group of students will be permitted to use mental, verbal, or physical violence against another student or in any way jeopardize the health, morals, scholastic standing, or liberties of another student or college personnel.
- 4) Clubs and associations shall not discriminate based on race, sex, national origin, disability, religion, political beliefs, sexual orientation, age or other non-merit reasons for membership.
- 5) Club Executives are responsible for positively representing CSI at all times, including, but not limited to; social media, on and off-campus events, and daily interactions with peers, staff, and the public.
- 6) All communications between Clubs and CSI Leadership must be executed via email to csileadership@conestogac.on.ca. Communications without csileadership@conestogac.on.ca, including meetings without proper email follow up, will be considered VOID. Communications are expected to be returned within 3 business days (Monday-Friday) unless otherwise noted.
- 7) Requests, including but not limited to meetings, events, booking spaces, posters, and funding, must be made no less than 35 business days in advance, unless otherwise noted. Accommodations will be made where possible, but cannot be guaranteed. This seven (7) week standard ensures proper support and process time can be allotted.
- 8) All Club Executives must read the Clubs Manual, ensuring they understand all CSI Clubs Policies & Procedures.
- 9) At least one Club Executive must attend Clubs Training semesterly to ensure they are up to date with all CSI Club Policies, Procedures, and other operations to help guide their club to success. A Club will not be considered active until at least one Club Executive has received proper training. The attending Executive is expected to then share this knowledge with their fellow Executives.
- 10) All Club Executives must sign the Clubs Declaration form, acknowledging they have read and understand the Clubs Manual including all outlined Policies & Procedures, and that at least one of their Executives had attended the semesterly training.
- 11) Failure to abide by the above General Operations Policy, or any Clubs Policies, may result in club suspension or other means. CSI Leadership reserves the right to revoke status at any time.

CLUB APPROVAL & RENEWAL

NEW CLUBS & ASSOCIATIONS

A new, applying CSI Club or Association must:

- 1) Submit proper documentation to the CSI Leadership department via the Clubs Application form. The documentation must include:
 - a) A list of clubs Executives.
 - b) A statement of purpose and proposed plan of operations, including a proposed meeting schedule for the semester.
 - c) A proposed plan for events for the upcoming semester.

- d) A proposed budget for the semester.
 - i) Note: based on when the club becomes sanctioned, funding may be prorated.
- e) A list of all club members, meeting the [Membership Policy](#) requirements, including their name, Conestoga email address, and student number.

PENDING STATUS

As per the [Membership Policy](#), a club must be no fewer than nine (9) members, including Executives. In order to better support the development of Clubs, we have implemented the “Pending Status” which allows a new club to apply with a starting membership of at least four (4) students to fulfill the Executive roles of President, Vice-President, Treasurer, and Secretary, with up to one month to recruit five (5) additional students to meet the minimum requirement. CSI will aid in recruitment by committing to the following:

- 1) Adding the club to the “[Current CSI Clubs](#)” list on our website.
- 2) Make one (1) social post, promoting recruitment of new members for this club.
- 3) Book at least one (1) table through Conestoga facilities for the club to host a recruitment day and inform students of their club; this can be hosted at the campus(es) of the clubs choosing.

Please note that funding will not be allotted to a “Pending Status” club who has not yet fulfilled all requirements to be a sanctioned club, including meeting the minimum requirement of nine (9) members. If a pending club feels funding may support their recruitment efforts, a funding request may be submitted for up to \$50.00.

RETURNING CLUBS (ON A SEMESTERLY BASIS):

All returning clubs and associations must submit updated membership lists, including the elected Executives, and other requested information as outlined in the “Club Renewal Form” that will be sent out by the CSI Leadership department within the first two weeks of the last month of the outgoing semester. The “Club Renewal Form” will also include information about the upcoming semester’s Clubs Showcase Week for your promotional participation (see “[CSI Showcase Week](#)”), and will require any event proposal details (see “Event Proposal”). This form must then be completed within the last two weeks of the outgoing semester, leading into the semester for which you are renewing.

MEMBERSHIP

- 1) All members and executives of campus clubs and associations must be current full time, fee paying students of Conestoga College at any of its existing campuses.

- 2) Conestoga College students who pay the CSI Club fee are eligible for club membership.
 - a) Additional membership fees set by a Club are not permitted.
- 3) The membership of any club or association, including Executives, can be no fewer than nine (9), with the exception of the first month under “[Pending Status](#)”.
- 4) Each student can only be an Executive for one club; students can be a regular member for as many clubs.
- 5) Clubs and associations shall not require their members to become involved in any activity incompatible with academic guidelines of acceptable general development.
- 6) All new members must register for a club online. CSI Leadership will send out any new member information to the Club Executives every Friday depending on the sign ups.
- 7) No new members can be added by the executives themselves using any other platforms.

CLUB COMPOSITIONS AND ROLES

- The members of the clubs are active participants and beneficiaries of the club.
- Executives and members are representatives and promoters of the club to general student body at Conestoga.
- To that end, all executives and members of the club are required to act with the highest levels of integrity and professionalism. Including and not limited to expectation outlined in this document.
- Executives and members of the club have access to many professional development opportunities and CCR credit.
- Members are required to attend all club meetings. If a member misses 2 consecutive meetings or 3 meetings overall, they will be removed from the club. Unless they provide advance notice to the President or VP of their absence.
- Executives are required to attend all club meetings. If an executive misses 2 consecutive meetings, they will be asked to step down from the executive position. Missing 3 consecutive meetings overall they will be removed from the club. Unless they provide advance notice of absence to the President or VP.
- Members and executives are expected to uphold all the criteria outlined in this manual to qualify for the benefits of the club.
- Each role outlined in the chart below is critical for the success of individual clubs. The executive roles within the clubs are instrumental in organizing the club, its meetings and events.

Role	Responsibilities
President	<ul style="list-style-type: none"> Working closely with CSI Leadership, onboarding new members. Be responsible for motivating members of the club. Uphold and execute the expectations and standards set for Executives and Members; working with CSI Leadership when standards are not being met. Be the first point of contact for CSI; respond to emails within 3 business days. Working with executives to create and present budget. Plan and host meetings & events. Register for the upcoming semester.
Vice-President	<ul style="list-style-type: none"> With the President, be responsible for motivating members of the club. With the President, uphold and execute the expectations and standards set for Executives and Members; working with CSI Leadership when standards are not being met. With the President, be the first point of contact for CSI; respond to emails within 3 business days. Co-host Club meetings. Ordering and organizing clubs' swag. Co-organize Club events/competitions. Advertising and marketing of the club Take up duties of the President in their absence.
Treasurer	<ul style="list-style-type: none"> Work on the semester/annual budget. Update the club budget throughout the semester. Provide budget updates to members at club meetings. Create and submit event budgets as requested. Follow up on the prize forms, reimbursement requests, special event funding, etc. Attending mandatory Treasurer training
Secretary	<ul style="list-style-type: none"> Organizing the meeting by inviting members. Preparing and Distributing Agenda for club meetings. Taking attendance at the club meetings; including working with the President & VP to track and report on Member attendance. Taking meeting minutes at all Club meetings and submitting to csileadership@conestogac.on.ca within 3 business days Ensure required communications occur with all club members, as necessary.
Members	<ul style="list-style-type: none"> Actively participate with all club initiatives Attend monthly club meetings. Support and attend club events

- CCR credit can only be requested at the end of the same semester.
- If the member/executive does not submit CCR request at the end of the ongoing semester they will forfeit receiving CCR credit for that semester.

CLUB MEETINGS

MEETINGS – PURPOSE

The purpose of a clubs meeting is to connect the club executives with the club members to provide updates, discuss upcoming events organized by the club, review budget and prepare plan for development and direction of the club.

- 1) Each meeting is required to have an agenda. Attached with this manual is a copy of agenda template to be used. The meeting can include topics mentioned below.
 - a. Attendance
 - b. Action items from previous meetings
 - c. Events update – time to present the information on upcoming events and assign duties to members if required.
 - d. New business – time to discuss ideas and plans for where the club will be heading new events that can be organized.
 - e. Budget Presentation – Presentation by the treasurer on the budget utilized till date, proposals submitted and reimbursed for past events and meetings.
 - f. Next meeting date
 - g. Adjournment
- 2) Meeting minutes are to be provided by the club Secretary to csileadership@conestogac.on.ca no more than 3 business days post-meeting.
- 3) Attached is the meeting minutes template to be used for filling and submitting within 3 business days.
- 4) Any expenses incurred at the meeting that are pre-approved need to be submitted with a duly filled reimbursement form and along with the original receipts to the csileadership@conestogac.on.ca no more than 3 business days post-meeting.
- 5) CSI Clubs must host at least one (1) meeting a month for their members,
 - a. Understanding the demands of exam season, a meeting is not required (but still encouraged) in the last month of the semester.
- 6) An invitation to csileadership@conestogac.on.ca must be provided for optional attendance. Occasional club audits may occur at Leadership's discretion.

[CLUB MEETINGS AGENDA FILLABLE TEMPLATE](#)

[CLUB MEETINGS MINUTES FILLABLE TEMPLATE](#)

CLUB EVENTS

EVENTS – PURPOSE

The purpose of club events is to organize events that promote club, bring awareness, recruit new members and create an overall sense of community for the club members.

- Clubs are expected to submit a semesterly event plan at the time of renewal.
- Any events submitted after this semester end deadline will be considered a special event, which may or may not be approved by CSI Leadership.

- To avoid rejection of special event proposals, clubs are highly encouraged to submit their semester end proposals and book meetings with CSI Leadership to work on the vision and execution plan.
- Club events will only start in the second month of each semester due to unavailable spaces on campuses due to orientation, frosh/frost week etc.
- CSI Club events are open to Conestoga College students only, whether it is a members-only event or Conestoga-wide event. Club events are not open to the general public.
- CSI Clubs are not permitted to sell items at their event without first approval from CSI Leadership.
- CSI and Conestoga College event-related policies and processes supersede the CSI Clubs Policy and will be the governing process for all CSI Clubs events.

SPECIAL EVENTS BOOKING PROCESS

- Any events proposed outside of the semesterly event plan will be considered special event request. Clubs should use the special event request sparingly, there is a limit of (1) special event per semester per club. With an exception of new clubs.
- The club must fill out and submit a Club Event Plan Form to the Leadership office (csileadership@conestogac.on.ca) within 35 business days prior to the requested event date. The club will be contacted via email regarding the event within 3 business days.
- CSI reserves the right to approve or deny a special Club Event Planning proposal at any time.

BOOKING SPACE ON CAMPUS

To book space on campus, whether it be for a meeting, event, or promotional purpose, all bookings must go through csileadership@conestogac.on.ca. CSI Leadership will communicate all necessary needs to Conestoga Facilities and Special Events on your behalf.

- a. Please note that space on campus gets booked up quickly and CSI cannot guarantee that the space requested will be available.
- b. If this space is misused in any way (i.e., vandalized, out of order, left dirty, etc.) the use of this space will no longer be granted. This is up to the discretion of the Leadership office and Conestoga College.
- c. Depending on the type of event the club has requested, after approval the club may need to work with the Leadership office (csileadership@conestogac.on.ca) to fill out college event paperwork.

- d. If you are hosting a members-only event in a CSI space between the hours of 8:00 am-4:30 pm, Monday to Friday, you will not be able to block off the area specifically for your event.
- e. All furniture must be put back in its original location if you choose to rearrange the floor layout for your event, if allowed.
- f. It is the responsibility of the individual hosting the event to ensure the space is cleaned. Cleaning supplies can be provided by CSI.

To book a space either on campus or off campus, please utilize the space booking form and fill out details. ([Link here](#))

Examples of space available for booking include:

- A hallway tables
- A classroom
- Student lounge and cafeteria spaces
- Blue Room (at Doon)
- The Venue (at Doon)
 - o NOTE: The Venue Bar is a restricted area and only CSI staff are to be behind the bar at any time.
- Gaming Lounges, including The Den
- Multipurpose Rooms

Event Ticketing

Clubs are expected to provide free entry to club events for all Conestoga College students unless permissions have been obtained otherwise.

- To streamline the attendees and maintain venue capacity for events hosting more than 50 members, clubs are required to utilize the EventBrite ticketing platform.
- Clubs should solely utilize CSI EventBrite site. To register the club event on the site, the same needs to be mentioned on the Proposal Form.
- CSI Leadership will support the set-up of this request internally after the information is obtained from the Club.

CLUB FUNDING

As a sanctioned CSI club, you have access to following funding per semester:

1. Each new club will have a budget of \$1000 per semester.
2. To receive budgeted funds a club must complete and submit their estimated budget to CSI Leadership along with the Event & Meeting Proposal form.
3. The Treasurer of the club should have attended the training meeting to receive budgeted funds.
4. Training for creating budgets will be provided to the Treasurer. They are required to train other executives to take over with adequate proficiency in the Treasurer's absence.

5. Clubs members and executives have adhered to all the rules and regulations outlined in this manual.
6. Club and association resources must be utilized to ensure all funded activities are prudent, ethical, and legal.
7. Clubs and associations will not fund activities that are course credit requirements for students.
8. Clubs and associations will not have any type of off-campus banking system, including but not limited to the bank, personal banking system, a safe, etc. All funds will be circulated within the Conestoga Students Inc. banking system. There are no exceptions.
9. No club or association can sign a contract of any kind. Any contracts must be reviewed and signed by a CSI full-time staff through the Leadership Office.
10. All funds must be pre-approved via the Approval & Reimbursement Process, before being spent.

BUDGETED FUNDS

Budgeted funds may be disbursed for the following items only:

- i. Light snacks and beverages (for meetings & events)
 - ii. Modest prizes
 - iii. Event supplies and/or enhancements
 - iv. Promotional supplies and/or enhancements
 - v. Safety & Security (applicable for events with 50+ gathering)
- Clubs are encouraged to plan ahead to maintain funding. Budget pertaining to all required meetings and events are to be submitted for approval along with the renewal form at the end of each semester.
 - The executives especially the Treasurer is responsible for filling, updating and submitting the Club's budget.
 - Treasurer will use the budget template attached below.
 - Any special events or meetings proposed outside of the semester plan require a minimum of 35 business days' (Mon-Fri) notice. Some events may take longer to process depending on the complexity of the request. If you are unsure of how long your event may take to be approved, please reach out to CSI Leadership for guidance.
 - CSI Leadership at its discretion may or may not approve the special event/meeting, especially if it was not already approved at the beginning of the semester.
 - All reimbursement forms are to be sent along with a copy of original receipts and an updated budget sheet.
 - CSI Leadership will not accept any reimbursement request without a copy of the original receipt and prior approval through a Clubs Purchase Request form.

CLUB BUDGET FILLABLE TEMPLATE

APPROVAL & REIMBURSEMENT PROCESS

- Clubs will receive funding on a reimbursement basis.
- Clubs are required to obtain approval from CSI Leadership before making any purchases.
- A purchase request form is to be submitted along with the event/meeting form for CSI leadership's review and approval.
- After the purchase request is approved, the club can go ahead with the purchase and send the reimbursement form along with copies of the original receipts.
- Reimbursement forms are to be submitted within 7 working days after the event or meeting to be processed in a timely manner.
- Clubs can request CSI to place an order on their behalf, through an order request. The purchase amount should be higher than \$250 and form to be sent to CSI Leadership along with pre-approved expenses within 15 business days of the event.
- Email csileadership@conestogac.on.ca to obtain a copy of the order request form.

EXCEPTIONAL FUNDING

- 1) A club can request special funding over and above the allocated club's semesterly budget under certain circumstances. These circumstances may or may not cover individual cases.
 - a. Club funding is exhausted in proposed events or meetings.
 - b. Club members increased in between semesters.
 - c. An unexpected event relevant to the clubs that members wish to host
- 2) CSI Leadership at its discretion may or may not approve requests submitted for special funding.
- 3) A club can only make (1) request per semester for special funding.
- 4) A maximum of \$500 can be approved for the special funding per semester.
- 5) Special funding request forms must be filled in and sent with all details within 35 business days in advance of the anticipated event date.
- 6) Submission of this request does not guarantee special funding. CSI leadership will consider these requests on a case-to-case basis.

FUNDRAISING/DONATION/SPONSORSHIP PROCEDURE

- a. Approval from CSI Leadership must be obtained before committing to a fundraiser/donation/sponsorship to an outside agency.
- b. Any donations being made to outside agencies must come from funds raised by the club. These donations will not be paid for by CSI out of the club's funding budget.

- c. All money raised at a fundraiser(s) for outside agencies must be given to CSI and a Deposit Form must be filled out. A cheque for payment will be sent to the associated charity or agencies on behalf of the club.
- d. Approval from CSI must be obtained before seeking sponsorship for club activities.

PROMOTIONS

CSI WEBSITE

As a sanctioned club, you will be recognized on the CSI Website as an official club, utilizing information submitted with your club application/renewal form.

PROMOTIONAL TABLE(S) AT CLUBS SHOWCASE WEEK

All returning Clubs must host at least one promotional table during Clubs Showcase Week at least one Conestoga campus to support the promotion of CSI Clubs overall, as well as their club in particular, encouraging and inviting students to get involved. Information for this will be provided and required through the [Returning Clubs renewal process](#).

HALLWAY PROMOTIONAL TABLE(S)

Looking to promote your club to help grow membership? Hosting an upcoming event, you want to promote? Promotional tables can be [booked through CSI Leadership](#) with a minimum of 35 Business days' notice.

POSTERS

- All Clubs are responsible for designing their own posters and including the CSI logo on them. The posters must be submitted to CSI Leadership (csileadership@conestogac.on.ca) for approval 35 business days prior to the intended date of posting them.
- CSI Leadership will review the posters and connect with Conestoga College Facilities to inform them of the approved materials, CC'ing the Club Contact.
- Once the poster is approved and that email has been received, clubs are required to go to the Facilities Office and collect a stamp of approval on the material.
- CSI does not provide any printable assets. Each club is responsible for getting their posters printed by themselves. All expenses receipts must be submitted to CSI Leadership (csileadership@conestogac.on.ca) for reimbursement.

SOCIAL MEDIA

- CSI Clubs can have social media accounts, such as Instagram and Facebook.
- Clubs can post pictures and announcements promoting their clubs and events through social media.
 - o If posting pictures including club members, it is necessary to get authorization from everyone included in the picture.

- CSI Clubs are not allowed to recruit new members to their clubs through any social media channels. If the club receives any request for membership, they must be directed to CSI Website to fill the application form.

FACULTY AND EXTERNAL PARTY INVOLVEMENT

- Student clubs are granted full autonomy over their decision-making processes if they adhere to the established CSI policies.
- All decisions regarding club activities, events, projects, and initiatives are to be made exclusively by the executives and members. Faculty and external parties are not permitted to participate in the decision-making process such as, all club activities, events, bookings, approvals, and budgets to ensure the club's independent growth and creativity.
- Faculty members are welcome to participate as mentors or guides for student clubs. Which entails, their role is to provide advice, expertise, and support based on their experience and knowledge as related to the club's purpose and goals.
- All club activities, events, bookings, approvals, and budgets must be coordinated through CSI Leadership. Faculty involvement in these aspects is strictly prohibited. Clubs are required to follow the established procedures and guidelines set by CSI for efficient and organized management of their activities.
- While external parties can contribute to events or activities organized by student clubs (e.g., guest speakers, workshop facilitators), their involvement should not extend to the club's internal decision-making such as, all club activities, events, bookings, approvals, and budgets. External contributors should be clearly designated as sources of information, inspiration, or skill development rather than direct decision-makers or influencers within the club.
- Club Executives are expected to uphold the principles of student autonomy and responsible governance to maintain a harmonious and fair environment for all students.

CLUBS SUSPENSION

Purpose:

This policy is designed to outline the circumstances under which a CSI club may be suspended or dissolved.

Policy:

Any club found in violation of college policies, federal or provincial laws, or local ordinances may be subject to suspension or dissolution.

The following activities are strictly prohibited and may result in suspension or dissolution of the club:

- Hazing or other forms of physical or mental abuse.
- Discrimination or harassment based on race, ethnicity, gender, sexual orientation, religion, or any other characteristic protected by law.

- Activities that endanger the health or safety of members or other students/staff.
- Use or possession of illegal drugs or alcohol on college property or during club activities.

The following guidelines must be strictly adhered to by the club executives:

- The club's executive power is vested in 4 full-time Conestoga students: president, vice-president, treasurer, and Secretary. Only students currently enrolled at Conestoga College are authorized to make club decisions and organize events. Alumni, faculty, or non-students are not permitted to participate in these activities.
- CSI's support and resources are exclusively available to full-time Conestoga College students and cannot be accessed by anyone else.
- Individuals who are not full-time enrolled in Conestoga college, unless previously authorized, will not be allowed to participate in any club events or initiatives.
- All deadlines and approval requirements must be strictly followed.

If a club is found to have violated any of the above-mentioned policies, federal or provincial laws, or local ordinances, the following steps will be taken:

1. First Offense: Verbal warning
2. Second Offense: Written warning.
3. Third Offense: The Club will be suspended; banned from college recognition, including the right to hold meetings, participate in club events, and use college facilities for up to one full academic year.

CSI holds power to move directly to the second or third sanction based on policy violation category.

This policy will be implemented by CSI leadership department and reviewed annually to ensure its effectiveness.