



POLICY AND PROCEDURE MANUAL

POLICY 19 – EXTERNAL ASSOCIATIONS/ORGANIZATIONS

Policy Intent

This policy outlines the eligibility requirements relating to the Humber Students' Federation (HSF) participating with and/or holding membership with external associations/organizations. This policy ensures that HSF and the members of HSF are affiliated with external associations/organizations that are reputable and have proven to provide effective, positive influences upon post-secondary education institutions.

Eligibility

The following requirements must be met for the HSF to consider participation and/or holding membership with an external association/organization:

1. The external association/organization in question must not have outstanding legal action pending against it at the time membership or participation is considered. This will be verified and documented through the public record and provided to the Board of Directors for review.
2. The external association/organization in question must demonstrate sound financial standing. This will be verified through two (2) recent and successive years of audited financial statements provided to the Board of Directors for review.
3. The external association/organization in question must demonstrate support in enhancing post-secondary education in Ontario.
4. The external association/organization in question must be free of conflicts of interest that relate to the HSF, its directors and officers.
5. The external association/organization must provide a complete presentation of all related by-laws, policies and/or constitution documents that govern its operations for review by the Board of Directors.
6. The external association/organization in question must demonstrate that it is free of political bias and operates in an apolitical manner.

7. The Board of Directors may only approve changes to these requirements with a $\frac{3}{4}$ majority vote of the Board of Directors.

External Association Participation and Membership Approval Procedure

The procedure for the HSF to participate or become a member of an external association/organization must follow these guidelines:

1. Any external association/organization must demonstrate the above named eligibility requirements have been satisfied fully. The external association/organization must provide the documents necessary to establish eligibility as outlined above.
2. In the instance of a one-time participation initiative with an external association/organization, the Board of Directors can approve such limited participation through a majority vote of the Board of Directors where $\frac{3}{4}$ of the Directors are present (***NOTE:*** One-time participation does ***NOT*** include offers of sponsorship or donation extended to external associations/organizations or business relationships/opportunities). Trial memberships with external associations/organizations are subject to the procedures outlined in this policy as outlined below.
3. In an instance of membership (or trial membership) with an external association/organization, the Board of Directors must approve a referendum to be conducted among the full-time student population. The Board of Directors must approve the referendum of the student population with a $\frac{3}{4}$ majority vote of the Board of Directors. Once the referendum is approved by the Board of Directors, it will be conducted within a reasonable timeline, worded in the affirmative of joining the external association/organization in question (Please see ***Referendum Criteria*** below).
 - a. In the event the referendum is affirmed, membership with the external association/organization in question is subject to a majority vote of the Board or Directors where $\frac{3}{4}$ of the Directors are present. This will take place at the next regularly scheduled meeting of the Board of Directors after the referendum is completed. No special meeting of the Board of Directors can be called for this purpose.
 - b. In the event the referendum is not affirmed, membership with the external association/organization will not be established. No further vote of the Board of Directors is required.
4. An external association/organization that has been not been approved for membership through either referendum or by vote of the Board of Directors will not be permitted to solicit the HSF as a member for a period of two (2) years from the date of the most recent membership decision relating to that external association/organization becoming finalized.

External Association Referendum Criteria

The criteria that will apply to referendums relating to membership in external associations/organizations will be as follows:

1. Referendums conducted to determine membership in external associations/organizations must be approved by the Board of Directors by a $\frac{3}{4}$ majority vote prior to them being conducted.
2. The HSF will administer all referendums in relation to membership in external associations/organizations. External associations/organizations are not permitted to campaign on the campus prior to or during the conduct of a referendum. Alternatively, external associations/organizations will provide all relevant information materials to the HSF for circulation among the student population. HSF will dutifully perform the task of providing students this information.
3. A referendum to determine membership in an external association/organization must have sixty percent (60.0%) of the full-time student population participating to be considered valid. A referendum that does not meet this threshold will be considered to have failed.
4. Referendums conducted to determine membership in an external association/organization will be facilitated through the Online Voting System utilized by the HSF. Polling stations will be at the discretion of the HSF elections administration team, consistent with HSF Policy 5 – Elections and Judicial Review.
5. Affirmation of a referendum relating to membership (or trial membership) with an external association/organization is defined as sixty percent (60.0%) of the total votes cast in the referendum in support of the referendum question.
6. All criteria must be satisfied for a referendum to be considered valid.
7. The Board of Directors may only approve changes to these criteria with a $\frac{3}{4}$ majority vote of the Board of Directors.

Grandfather Clause

The memberships currently in place between the HSF and external associations/organizations at the time of this policy being implemented are not subject to the provisions provided above. In the instance where HSF terminates its membership with external associations/organizations under this Grandfather Clause, should HSF wish to become a member again, those external associations/organizations would be subject to the provisions of this policy.