

**University Students' Council of the University of Western Ontario
CLUBS POLICY**

CLUBS OPERATING POLICY

Effective:

Supercedes: December 8, 2009

[Committees of the University Students' Council \(USC\) Clubs Community include:](#)

[Clubs Governance Committee \(herein referred to as CGC\)](#)

[Clubs Support Committee \(herein referred to as CSC\)](#)

[Clubs Policy Review Committee \(herein referred to as CPRC\)](#)

FOREWORD:

The following Club Policies are contained within Club Operating Policies:

- 1.00 Statement of Club Responsibilities, which includes:
 - (1) communications
 - (2) constitution;
 - (3) informational submissions [and important deadlines](#);
 - (4) event [and risk](#) management;
 - (5) compliance;
 - (6) membership;
 - (7) meetings and elections; and,
 - (8) financial.
- 2.00 Statement of Club Privileges
- 3.00 Club Review Policy
- 4.00 Club Sponsorship and Co-Promotion Policy
- 5.00 Club Membership Fees Policy
- 6.00 Conflict of Interest Policy
- 7.00 Member Removal Policy
- 8.00 External Affiliations Policy

1.00 STATEMENT OF CLUB RESPONSIBILITIES

1.01 Every club's executive must fulfill the following responsibilities, owed to the USC and to the club's membership, and must also adhere to any other administrative duties and deadlines assigned by those with authority over the clubs system and by USC staff. Club responsibilities include the following:

(1) Communications

- i. to advise and review with the club's members, on a yearly basis, any relevant USC governing documents and the club's constitution;

- ii. to collect the contents of the club's mailbox on a regular basis. Each club is responsible for any consequence that may result from its failure to collect the club's mail;
- iii. to maintain an active email account capable of receiving email and to check this account at least two (2) times each week. Each club is responsible for ensuring that an active email account is filed with the Student Organizations Advisors and is made available to all members of the club ~~the club membership~~ for communication purposes. ~~A club will be deemed to have its official account active for any notice requirements;~~
- iv. to check the EventsNet account at least once each week for updates and notices from administration and staff of the USC
- v. to ensure that the club's executive, attends all USC meetings specifically mandated for club executives (e.g. Student Organizations Training Club Executive Training);
- vi. to ensure that all information is current on the club's website;
- vii. to ensure that the club's email lists are updated each year to include only current members' email addresses; and,
- viii. to ensure that members' email addresses are not disclosed to third parties without the members' ~~express~~ written consent.

(2) Constitution

- i. to ensure that a current Constitution is filed via EventsNet;
- ii. to review the club's Constitution on a yearly basis to ensure that the club is complying with its mandate and is operating in accordance with its Constitution;
- iii. to ensure that all constitutional changes are made in accordance with the procedures set out in the club's Constitution;

(3) Informational Submissions and Important Deadlines

- i. to submit a membership fee to the Clubs Coordinator in accordance with timelines provided in the Membership Fee Submission provisions of Clubs Policy; General Club Procedures;
- ii. to maintain a complete membership list, including names and email addresses, on EventsNet of students who have paid the membership fee only. Membership lists shall be reviewed by the USC at the end of January of each year for insurance

deductions and to ensure that all clubs have a minimum of twenty-five (25) members.

- iii. to submit the following via Eventsnet, unless otherwise stated, by the dates specified by the Vice-President Student Events, or designate:
 - a. For all ratified clubs as of March/April of the prior year, the following must be submitted by October 15:
 - (a) a list of projected events for the upcoming year; and,
 - (b) a detailed budget; ,
 - ~~(c) a membership list, including names and email addresses; and,~~
 - ~~(d) membership fees to the USC Finance Office;~~
 - b. For clubs newly ratified in November/December, the following must be submitted by February 15th of the same academic year:
 - (a) a list of projected events for the upcoming year; and,
 - (b) a detailed budget; ,
 - ~~(c) a membership list, including names and email addresses; and,~~
 - ~~(d) membership fees to the USC Finance Office;~~
 - c. All ratified clubs must complete their transfer of responsibilities to the new executive via Eventsnet by April 30 in each academic year. Any club that does not complete the transfer of responsibilities by this date cannot participate in clubs week. The club must also ensure that USC signing authority is properly transferred year over year via Eventsnet by designating the appropriate signing officers.
 - ~~iv. to ensure that USC signing authority is properly transferred year over year via Eventsnet by designating the appropriate signing officers;~~
 - v. to provide any information and documentation requested by the CGCEPC or a sub-committee of the CGCEPC in order to assist the committee or sub-committee with any review or investigation;
 - vi. to provide any updates on the club relationship with any external organization as outlined in the External Affiliations provisions of this policy; and,
 - vii. to submit all required information throughout the year as requested by the USC.
- (4) **Event and Risk Management**
 - i. A club must abide by USC governing documents in order to reduce the club's exposure to risk and the USC's exposure to risk brought about by the club's

events. Elements of risk include: injury or harm to event participants and organizers; loss, theft or damage to property; financial loss and, legal liability.

- ii. The club's president is responsible for ensuring that the club's event organizer is addressing each step of the risk management process, which include the following responsibilities:
 - a. to refrain from any involvement in orientation week, being the first week during the academic year;
 - b. to work with and comply with requests made by USC staff and those with authority over the clubs system to reduce the level of risk posed by any particular club or club activity;
 - c. to take every precaution necessary to limit liability while hosting or participating in events and activities;
 - d. to be represented at Student Organizations Training as organized by the USC with the appropriate Executive members as requested by the USC; and,
 - e. to report to the Student Organizations Advisors within twenty-four (24) hours of any violation of the University's Campus Alcohol Policy and or USC risk management provisions required to be complied with; and,
 - f. to report to the Student Organizations Advisors within twenty-four (24) hours any injuries, theft, and/or loss or damage of property that occurred at the club's event;

(5) Compliance

- i. to ensure that the club adheres to its Constitution and mandate;
- ii. to maintain the confidentiality of any information or document disclosed to the club that the USC, the ~~CGC~~~~EPC~~ or any individual with authority over the clubs system deems as confidential;
- ~~iii. to make any necessary inquiries of the USC's General Counsel with respect to the scope and nature of confidentiality attached to any information or document;~~
- iv. to familiarize itself and ensure adherence with all applicable USC and ~~The~~ University governing documents, including the following:
 - a. Clubs Policy, applicable to all clubs;

- b. Campus Alcohol Policy, for any events involving alcohol;
 - c. Community Standards Policy, which regulates the activities of those who operate or exist under the authority of the USC;
 - d. Building Usage Policy, which governs the use of the University Community Centre;
 - e. Advertising Materials Policy, which outlines the terms and conditions of appropriate content to be posted, or displayed within commons areas or USC space within the University Community Center (UCC), including concrete beach; ~~in the University Community Centre; and,~~
 - f. USC Internet Policy; which regulates the publishing of information on the USC Internet Server; and,
 - g. USC Discrimination and Harrassment Prevention Policy.~~any discrimination and harassment policies;~~
- v. to ensure that the club abides by all municipal, provincial and federal regulations and statutes; and,
 - vi. to comply with any requests made by the CGC~~CPC~~, or a sub-committee of the CGC~~CPC~~.

(6) Membership

- i. to ensure that the club's executive is composed only of undergraduate students at the University;
- ii. to ensure that the club maintains at least twenty-five (25) members at all times;
- iii. to ensure fair representation of the membership and allow equitable participation by all members;
- iv. to ensure that the club's membership is open to all undergraduate students at the University, and to ensure that non-undergraduate members are permitted;
- v. to ensure that each member abides by the Conflict of Interest provisions of the Clubs Policy: General Club Procedures; ~~and,~~
- vi. to be able to demonstrate a continuing significant student interest at any time; and,
- vii. to ensure that the club's membership is inclusive and that no restrictions are

imposed on the composition of its executive membership, except for those restrictions provided for by the USC or approved by the [CGCEPE](#).

(7) Meetings and Elections:

- i. to ensure that the appropriate club member attends all mandatory USC clubs' meetings as set by those with authority over the clubs system;
- ii. to host at least three (3) general meetings per year unless permission for fewer meetings is sought from the Clubs Coordinator. At least one of the meetings must be for the election of the club's executives;
 - a. A "general meeting" is defined as any gathering of the membership for which the primary purpose is:
 - i. To provide club executives and members an outlet for central planning and brainstorming of events;
 - ii. Making decisions on the administration of governance of the club, such as the Constitution of the club or executive structure;
 - iii. Informing and updating members of changes to the club or upcoming events and meetings; or,
 - iv. Elections of new executives.
- iii. to host an annual general meeting. Election or appointment of the new executive members and any other club positions must occur at the annual general meeting;
- iv. to ensure that the election of executives is carried out in accordance with the executive election provisions of Clubs Policy: General Club Procedures.
- v. to only provide The University of Western Ontario students with the right to vote;
- vi. to ensure that each voting member is provided with only one (1) vote regardless of whether or not the member holds executive status;

- vii. to ensure that each general meeting is preceded by reasonable notice given to each member at least seven (7) days prior to the meeting taking place and is reasonably accessible by all members;
- viii. to ensure that quorum, as defined in the club's constitution, is met at general meetings; and,
- ix. to designate an individual to take minutes at each general meeting, including the annual general meeting, and have a copy of those minutes available upon request.

(8) Financial

- i. to exclusively use the USC Finance Office for all club financial dealings;
- ii. to operate for the benefit of the club's membership, as determined by those with authority over the clubs system. The USC may recover any funds remaining within a club's account where that club is not operating to the benefit of the club's membership;
- iii. to adhere to all USC accounting policies and procedures;
- iv. to ensure that the club remains financially viable and does not operate in a deficit position, unless authorized by the Vice-President Student Events or by the USC's Controller;
- v. to be able to prove the club's financial solvency or a reasonable and viable plan for financial solvency;
- vi. to limit unfettered access to club accounts by granting USC signing authority to specific club members who are at least eighteen (18) years of age;
- vii. to ensure that any financial compensation provided to a member for services rendered or to be rendered is approved by a two-thirds (2/3) majority vote by the club's membership. This financial compensation can only be in the form of an honorarium and not constitute an employment relationship between the member and the club;
 - a. the maximum amount of an honorarium that a member may receive is five hundred (500) dollars;
- viii. to compensate a member in a timely manner for legitimate club expenses incurred provided a receipt is provided by the member to the club's executive;

- ix. to compensate the USC for any damage caused by the club to office space or locker space allocated to the club;
- x. to provide a three-hundred dollar (\$300.00) deposit to the USC when allocated office space;
 - a. Where no damage has been caused, the deposit will be refunded in full at the end of the club's term.
- xi. to provide the deposit required by the USC Reservations Office when allocated locker space;
- xii. to abide by any re-payment schedule set by the USC for short-term loans received;
- xiii. to refund a member's membership fees in accordance with the Club's Constitution Guidelines. ~~Where a club constitution does not provide for a refund procedure, the refund procedure provided for in the Club Constitution Guideline must be followed.~~

2.00 STATEMENT OF CLUB PRIVILEGES

2.01 The USC provides clubs with privileges provided those clubs adhere to the Clubs Policy and comply with any other restrictions or requirements imposed by those with authority over the clubs system. Privileges extended to clubs include the following:

- (1) to ~~be able to~~ operate in a pseudo-autonomous fashion;
- (2) to be recognized and listed as an official USC ratified club;
- (3) to promote and seek membership on campus;
- (4) to solicit members and collect membership fees during Clubs Week I and Clubs Week II and online throughout the academic term;
- (5) To have access to USC Staff, Support Services and Resources;
 - i. to receive assistance from ~~those with authority over the clubs system~~ the Student Organizations Advisors and USC staff with respect to planning club events and any other issues faced by the clubs;
 - ii. to receive assistance from those ~~with authority over the clubs system~~ who govern the clubs community and the USC staff to ensure club activities comply with the USC's and The University of Western Ontario's policies and procedures;

Comment [C11]: Some privileges placed under categories

- iii. to receive assistance from the Clubs Finance Coordinator and USC Vice President Finance when preparing club financial statements and budgets;
- iv. to apply for and receive short-term financing or grants where qualified;
- v. to receive insurance coverage for USC approved club activities and events;
- vi. to receive space on the USC's server to post club information in accordance with the USC Internet Policy;
- vii. to post approved club notices, advertisements, etc. on USC poster boards and as a PowerPoint slide on Western Film's pre-movie slideshow where space is available;
- viii. to be able to sell tickets at a discounted rate at USC InfoSource;
- ix. to access Eventsnet, including features of Eventsnet for communication purposes with the USC and club members; and,
- x. to receive a mailbox in the Clubs Community Center.

(6) To have access to USC Space

- i. to be able to reserve available rooms and space within the University Community Centre for approved club activities. Clubs will not be charged for the use of space in the University Community Centre or for the use of USC equipment (i.e. AV equipment), unless equipment must be outsourced by the USC;
- ii. to be given space in any USC Clubs Week event, provided all necessary administrative duties have been fulfilled and no limitations have been placed on the club and provided that sufficient space is available for all interested clubs; and,
- iii. to receive allocated office space or locker space where the club has been designated space and given that space is made available.

~~(7) to purchase club receipt books at a nominal cost;~~

~~(8) to use the USC's long distance telephone provided any long distance charges are levied against the club's financial account;~~

3.00 CLUB REVIEW POLICY

- 3.01 The Student Organizations Advisor and the Clubs Governance Commissioner are responsible for ensuring that each club adheres to its mandate when engaging in activities and when conducting its day-to-day affairs.
- 3.02 The Vice-President Student Events, or designate(s), has the right to conduct random reviews of any club.
- 3.03 Sub-committees of the ~~CGC Clubs Policy Committee (CPC)~~ and individuals with authority over the clubs system may conduct reviews to ensure, among other things, the financial integrity of the club, the integrity of the club's general operations and that the club's programming complies with the club's mandate.
- (1) Each sub-committee may be tasked by the ~~CGCEPE~~ to conduct reviews or investigations of specific clubs, group of clubs or all clubs at any time during the academic year.
 - (2) Each sub-committee of the ~~CGCEPE~~ shall ~~may~~ make recommendations to the ~~CGCEPE~~ for discussion and approval on the basis of the sub-committee's findings. The Chair of any sub-committee may be required to provide additional information to the ~~CGCEPE~~ as requested and be made available for any questions that the ~~CGCEPE~~ may have.
 - (3) The Financial Review Committee is responsible for ensuring that clubs maintain their financial integrity. The committee may review the financial records of any club. The composition of this committee and its terms of reference are provided in *USC Committees: Terms of Reference*. The Clubs Policy Review Committee is responsible for reviewing all club Constitutions and to ensure that all clubs abide by the club mandate and goals. The committee may review the Constitution of any club.
 - (4) The Clubs Support Committee is responsible for ensuring that all club executives abide by responsibilities set out in the Clubs Policy: Clubs Operating Policy and General Club Procedures.

4.00 CLUB SPONSORSHIP AND CO-PROMOTION POLICY

4.01 Club sponsorship and co-promotion must:

- (1) be consistent with the interests of the USC;
- (2) abide by the USC's policies and procedures;
- (3) not infringe or affect current commercial agreements existing between the USC and any other party or commercial agreements entered into on behalf of the USC; and,
- (4) abide by The University of Western Ontario's policies and procedures.

4.02 Co-promotion shall not be approved unless the co-promoter is a registered business carrying its own third-party liability insurance in the amount of at least two million dollars (\$2,000,000.00).

4.03 Requests for club sponsorship and co-promotion must be submitted in accordance with Clubs Policy: General Club Procedures.

5.00 CLUB MEMBERSHIP FEES POLICY

5.01 A club's executive must set a membership fee of no less than five (5) dollars.

5.02 [The membership fee must be submitted in accordance with the Membership Fee Submission provisions of Clubs Policy: General Clubs Procedures.](#)

5.03 The USC retains the right to approve or deny any club membership fees.

6.00 CONFLICT OF INTEREST POLICY

6.01 No club member, nor any family relation of the member, shall realize any profit or benefit in any dealings or actions taken on behalf of the club, unless that member has previously declared a conflict of interest at a club meeting.

6.02 Any member who finds herself in a conflict of interest situation, or potential conflict of interest situation, has a duty to disclose that conflict in accordance with the conflict of interest provisions of Clubs Policy: General Club Procedures.

6.03 Circumstances under which a conflict of interest may arise include:

- (1) the member has a financial interest in a business or other third party which is doing or seeking to do business with the club;
- (2) the member has received or will receive a gift or other compensation from a business or other third party as a result of the club doing business or seeking to do business with the club;
- (3) the member has had personal dealings, positive or negative, with a business or other third party that impairs the member's ability to objectively deal with that business or third party; or,
- (4) the member has personal beliefs, morals, or values that influence the member's ability to deal objectively with the business or other third party.

7.00 MEMBER REMOVAL POLICY

- 7.01 A club member, including a member of the executive, may be given notice of removal according to the Club Member Removal provisions of the General Club Procedures. Removal will be considered where the member commits an act that negatively affects the interests of the club and its members, including:
- (1) non-disclosure of a significant or continuing conflict of interest, may be given notice of removal;
 - (2) violation of the University's Code of Conduct;
 - (3) misuse of club funds or financial transactions in a manner that was not communicated to other executives or members of the club;
 - (4) serious breach of or is found in violation of the Community Standards Policy;
 - (5) serious breach of or is found in violation of the University's Discrimination and Harassment Policy; and,
 - (6) serious violation of a USC or University policy or procedure and significantly harms the reputation of either organization and/or exposes either organization to financial or legal liability.

8.00 EXTERNAL AFFILIATIONS POLICY

- 8.01 Clubs are required to disclose in detail any club relationship with on and off-campus organizations, other than the USC.
- 8.02 Clubs are required to submit forms to the USC as outlined by the Student Organizations' Advisors. The form shall request information about the nature of the relationship with the external organization, particularly including any financial and human resources being provided to the club. A statement should be submitted to a Student Organizations Advisor, and should detail any financial and human resources being provided to the club by these external organizations. If club members sit on any committees or external organizations or interact with staff or volunteers of external organizations, the nature of this interaction and relationship must be clearly identified.