

**University Students' Council of the University of Western Ontario
Clubs Policy**

PROCEDURE FOR RATIFICATION

Effective:

Supercedes: September 1, 2009

Committees of the University Students' Council (USC) Clubs Community include:

Clubs Governance Committee (will be referred to as CGC)

Clubs Support Committee (will be referred to as CSC)

Clubs Policy Review Committee (will be referred to as CPRC)

1.00 GENERAL:

- (1) Any reference to 'day' or 'days' shall include any day or days of the week, except for Saturday, Sunday, statutory holidays, and the USC winter holiday closing period set by the USC.
- (2) Any reference to a 'person' shall include an individual, group of individuals or corporate entity.

2.00 REQUIREMENTS FOR RATIFICATION:

- (1) To be considered for ratification, an organization must submit an application package consisting of the following:
 - i. **Cover Letter:** A typed cover letter stating the organization's desire to be ratified along with the names and email addresses of two (2) representatives of the organization.
 - ii. **External Affiliation Form:** If the proposed student organization has any affiliation with an external organization as defined in the External Affiliation provisions of Clubs Policy: Clubs Operating Policy, then the applicant must submit a form describing the nature of the relationship, which will be provided by the Student Organizations Advisors, and submit any supporting documentation requested by the Student Organizations Advisors.
 - a. This form will be made available on the USC website.
 - iii. **Written Statement:** A written statement, up to a maximum of three (3) pages, that answers the following questions:
 - a. What is the objective or mandate of the club?
 - b. Explain why your organization wishes to be ratified as a club under the purview of the USC.
 - c. How is this club unique and distinct from existing clubs?

- d. Explain the physical, financial and other risks associated with the club.
 - e. ~~Does your club have any affiliations with an external organization(s)?~~
- iv. **Constitution:** A proposed club constitution that is drafted in accordance with the Club Constitution Guideline, and is formatted the same or similar to the Club Constitution Template.
 - v. **Membership List:** A membership list containing at least twenty-five (25) current undergraduate student names, student numbers and contact information for those prepared to join the organization once ratified.
 - ~~vi.~~ **Budget:** A proposed club budget that gives a plan for the spending of club membership fees. The club fee that is being charged must be indicated in the submitted budget. The budget should also list any anticipated revenue streams and how these monies will be spent. The budget must include insurance deductions that will be taken from the club account in January of each year. Budget templates shall be made available by the Clubs Finance Coordinator or the USC Vice President Finance. ~~The club fee that is being charged must be indicated in the submitted budget.~~
 - vii. **Description and Schedule of Events/Activities:** A detailed itinerary of proposed club events/activities planned for the academic year. The itinerary should include:
 - a. a description of the proposed events,
 - b. potential venues,
 - c. ~~and~~ marketing strategies for these events and,
 - d. A brief explanation of how the event/activity will contribute to the mandate of the proposed student organization.
- (2) The application package must be submitted online (www.westernclubs.ca) as an electronic file ~~in an email~~ to the Student Organizations Advisors.
 - (3) An organization may meet with the Clubs Governance Commissioner ~~Clubs Coordinator~~, or Student Organization Advisor, to ensure that all application requirements have been met. Any assistance from the Clubs Governance Commissioner ~~Clubs Coordinator~~, or Student Organizations Advisor, does not guarantee that the organization will be ratified.
 - (4) An organization must be able to demonstrate:
 - i. Uniqueness and Distinctiveness – the organization must not have the same or a similar mandate to other existing clubs and must be readily distinguishable from all other clubs;
 - ii. Significant student interest; and,

- iii. Autonomy – the organization must not be directed by any external organization(s), as outlined in the External Affiliations Policy, in such a way that the organization’s conduct will conflict with USC and University policies and procedures. This does not prevent the club from having a relationship with an external organization, and/or receiving resources from an external organization.

3.00 RATIFICATION PERIOD:

Comment [C11]: Reorganized into its own section. Originally a part of the CPC decision section.

- (1) Ratification of clubs shall only take place during the following designated periods:
 - i. March/April (prior to Clubs Week I); and,
 - ii. November/December (prior to Clubs Week ~~II~~2).
- (2) The Chair of the ~~CGC~~CPC shall schedule a series of meetings during the designated ratification periods to consider new applications. ~~Such meetings shall occur as are necessary.~~

4.00 INITIAL REVIEW:

- (1) All applications for ratification shall be reviewed by the Club ~~Policy~~ Policy Ratification Review Committee, a sub-committee of the CGC defined in the Clubs Policy Review Committee: Terms of Reference. ~~Clubs Policy Committee (CPC).~~

~~4.01 The Club Ratification Review Committee (CRRC) shall be comprised of:~~

- ~~i. Student Organizations Advisor;~~
- ~~ii. Vice President Student Events, as Chairperson;~~
- ~~iii. Vice President Campus Issues;~~
- ~~iv. Clubs Coordinator; and,~~
- ~~v. Clubs Governance Commissioner.~~

4.02 In the context of the ratification of student organizations, the CPRC shall:

- (1) The CPRC ~~CRRC~~ shall:
 - i. review each application for ratification to ensure that all essential documents have been submitted prior to being reviewed by the CGC;

- ii. ~~The CRRC shall~~ have every proposed club Constitution reviewed and approved by the Clubs Governance Commissioner;
- iii. ~~The CRRC may~~ provide recommendations to the organization in an effort to assist in ratification. An email to the applicants must be sent by the Clubs Governance Commissioner at least five (5) days prior to the scheduled ratification meeting of the CGC. The ~~CPRC~~~~CRRC~~ may make recommendations that are additional to or above the requirements stipulated within the Clubs Policy. Any assistance from the ~~CPRC~~~~CRRC~~ does not guarantee that the organization will be ratified;
- iv. present new and updated documents to the CGC submitted by the applicant organization based on recommendations made by the CPRC; and,
- v. ~~The CRRC shall~~ provide recommendations to the ~~CGC~~ ~~CPC~~ with respect to whether or not ratification is recommended for each applicant organization.

5.00 ~~CGC~~~~CPC~~ DECISION:

- (1) The ~~CGC~~~~CPC~~ shall receive:
 - i. a completed electronic application package from each organization at least ten (10) days prior to the ratification meeting(s), or at the earliest reasonable opportunity having consideration of the matters to be discussed and decided upon, and
 - ii. a recommendation with respect to whether or not ratification shall occur from the ~~CPRC~~~~CRRC~~ at the time of the ~~CGC~~~~CPC~~ meeting.
- (2) The ~~CGC~~~~CPC~~ shall be guided by the Clubs Policy when determining whether or not the organization will be ratified.
- (3) No organization may be ratified, within a period of time provided for within the Clubs Policy: De-Ratification Procedure that has the same name or mandate as a club that has been de-ratified.
- (4) Ratified organizations shall be notified by the Vice-President Student, or designate, within five (5) business days of ratification by an email sent to the organization's representative(s).
- (5) Organizations that are denied ratification shall be notified by the Vice-President Student Events, or designate, within five (5) business days of the ~~CGC's~~~~CPC's~~ decision to not ratify the organization by an email sent to the organization's representative(s). The organization must be provided with the ~~CGC's~~~~CPC's~~ written reasons for its decision.

Comment [v2]: A section originally here has been moved into 3.00 of this document

- (6) Each organization is responsible for ensuring that its email account is capable of receiving emails. A club will be deemed to have its official email account active for any notice requirements.

6.00 REQUEST FOR RECONSIDERATION:

- (1) An organization that has been denied ratification may appeal to the ~~CGCEPC~~ for reconsideration. The organization shall have five (5) days from the date on which notice of the ~~CGC'sEPC's~~ initial decision was provided to the organization to submit a Request for Reconsideration.
- (2) The organization's Request for Reconsideration must include the organization's written reasons for reconsideration that specifically address the ~~CGC'sEPC's~~ reasons for denying initial ratification.
- (3) Any Request for Reconsideration must be submitted to the Vice-President Student Events and Clubs Governance Commissioner. The ~~CGCEPC~~ shall meet to consider and deliberate as soon as reasonably possible.
- (4) The Vice-President Student Events shall provide the ~~CGC'sEPC's~~ decision with respect to ratification within five (5) business days of the ~~CGC'sEPC's~~ decision by an email sent to the organization's representative. The organization must be provided with the ~~CGC'sEPC's~~ reasons for its decision.

7.00 APPEAL:

Comment [C13]: Some lines in this section have been rearranged.

- (1) The Appeal Panel shall be composed of:
 - i. USC President, as chairperson;
 - ii. USC Vice-President University Affairs, voting;
 - iii. USC Vice-President Finance, voting; and,
 - iv. USC Communications Officer, voting.
- (2) The Chair of the Appeal Panel may extend invitations to USC Staff who could offer supplementary information and advice relevant to the decisions made by the CGC. ~~The Appeal Panel may request that General Counsel attends the meeting for advisory purposes.~~
- (3) Only after the organization has made a Request for Reconsideration and has been further denied ratification shall the organization be entitled to make a request for an appeal of the ~~CGC'sEPC's~~ decision to the Appeal Panel.

- (4) An organization shall have two (2) days to appeal from the date on which notice of the CGC's CPC's decision ~~based on the Request for Reconsideration~~ was provided to the organization.
- (5) Where an appeal has been filed, the CGC's CPC's decision shall take effect at least until the decision of the Appeal Panel has been issued.
- (6) The Appeal Panel may hear an appeal for the following reasons:
 - i. the organization wishes the CGC's CPC's decision to be reviewed for procedural concerns; and/or,
 - ii. the organization wishes the CGC's CPC's decision to be reviewed for substantive concerns. The Appeal Panel will consider the expertise and experience of the CGC CPC when making its decision.
- (7) Subject to the provisions of this section, the Appeal Panel ~~does not have the authority to deny or allow~~ must recognize a club's right to be heard by way of an appeal.
- (8) No person shall be entitled to appeal the CGC's CPC's decision to ratify an organization.
- (9) Any meetings of the Appeal Panel are confidential meetings.
- (10) The Chair of the CGC CPC shall provide the Appeal Panel with the appropriate documentation. The written appeal must be submitted to the USC President.
- (11) The Appeal Panel shall only consider the application package, any written reasons provided to the organization for the initial CGC CPC decision, the organization's Request for Reconsideration, any further reasons provided by the CGC with respect to the second CGC hearing and a written statement from the organization outlining why the CGC's CPC's decision warranted an appeal, ~~and any further reasons provided by the CPC with respect to the second CPC hearing.~~
- (12) The Appeal Panel may not consider any new information or documentation that was not brought before the CGC.
- (13) The Appeal Panel may uphold or overturn the decision of the CGC CPC.
- (14) Where the Appeal Panel is unable to reach a decision, the decision of the CGC CPC shall be upheld.
- (15) The Appeal Panel shall provide written reasons for its decision to the organization and to the Chair of the CGC CPC by way of email. The written decision of the Appeal Panel is not a confidential document.

(16) The decision of the Appeal Panel shall be final.