



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

EFFECTIVE: 05 December 2012

SUPERSEDES: 1 April 2010

AUTHORITY: Student Events Standing
Committee

RATIFIED BY: Council
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**RELATED
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PREAMBLE

The USC, as part of its commitment to enhancing the quality of life of undergraduate students at Western, maintains an active Clubs community dedicated to the interests of Western students. The USC's Club system aims to provide interest-based entertainment options for students as well as opportunities for students to fulfill leadership roles on campus. This policy and its associated procedures seek to set out guidelines for the functioning of the Clubs community in a clear and comprehensive manner.

1.00 SCOPE

- 1.01 This document governs the general functioning of the Clubs community.
- 1.02 Any reference to “day” or “days” shall refer to business days only and shall exclude statutory holidays and the USC winter closing period.
- 1.03 Any reference to “person” or “persons” shall refer to an individual, group of individuals, or corporate entity.
- 1.04 Any reference to “Club” or “USC Club” shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification and De-Ratification Procedure.
- 1.05 Any reference to “Executive” or “club Executive” shall refer to the President, Vice-President Finance, Vice-President Events, and Secretary of a Club.
- 1.06 The following shall be Committees of the Clubs community and shall be responsible for the governance and support of the Clubs community. Terms of Reference for these Committees are available on the USC website.
 - (1) Clubs Governance Committee
 - (2) Clubs Policy Review Committee
 - (3) Clubs Financial Review Committee
 - (4) Clubs Support Committee



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2.00 DEFINITIONS OF A CLUB

2.01 A USC Club shall be defined as a group of individuals sharing a mutual interest in a particular area that has been ratified by the Clubs Governance Committee

(1) Any and all ratification of Clubs shall be done in accordance with the Club Ratification and De-Ratification Procedure.

2.02 A USC Club shall be unique from other USC Clubs.

2.03 A USC Club shall not have participation in athletic activities as part of its mandate. Such organizations are better suited to be part of Mustang Athletics or Campus Recreation.

3.00 CRITERIA FOR MEMBERSHIP

3.01 Any individual who is currently enrolled as an undergraduate student of the University of Western Ontario is eligible to be a member and/or Executive of a USC Club.

3.02 Any individual who is currently enrolled as a graduate student of the University of Western Ontario is eligible to be a member of a USC Club but not an Executive.

3.03 All Club members, whether undergraduate or graduate, are required to pay any approved membership fees associated with any Club of which they wish to remain a member.

4.00 CLUB RESPONSIBILITIES

4.01 Each USC Club, through its Executive, shall have the following responsibilities to the USC and the Club's membership.

(1) To communicate important information to the USC and Club membership regarding the operation of the Club, including information requested by the Clubs Governance Committee and the Student Organizations Advisors.

(2) To make the Club's membership aware of the contents of the Club's constitution, Clubs Policy and Procedure, as well as any other relevant USC Documents, and ensure adherence to these documents. The list of relevant USC Documents includes but is not limited to the following:

- i. Clubs Policy and Procedure
- ii. Campus Alcohol Policy
- iii. Community Standards Policy



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- iv. Building Usage Policy
 - v. Advertising Materials Policy
 - vi. Advertising Oversight Procedure
 - vii. USC Internet Policy
 - viii. USC Discrimination and Harassment Prevention Policy
- (3) To maintain open lines of communication through the Club's designated mailbox, email address, and WesternLink account. These should be checked regularly.
- i. The Clubs contact lists should only contain the addresses of current members.
- (4) To ensure that all required Club members attend training or meetings as mandated by the USC.
- (5) To ensure that no personal information belonging to Club members, including email addresses, is given to third-party groups without written consent.
- (6) To ensure that the Club has developed and filed a constitution in accordance with the Club Constitution Procedure, and to develop and file such a constitution if necessary.
- (7) To comply with any request for information from the USC, the Clubs governance Committee, or Student Organizations Advisors. The list of these requests includes but is not limited to the following.
- i. Membership fees – in accordance with the Club Financial Procedure.
 - ii. A complete and accurate membership list which shall be used to determine which members are eligible to vote in Club elections, as per the Club Elections Procedure, and insurance deductions, as per the Club Financial Procedure.
 - iii. An annual budget accompanied by a list of projected events by the 30th of September as specified in the Club Financial Procedure.
 - iv. A transition form detailing the incoming Executive members of the Club by April 30th.
 - v. A declaration of external affiliation, if applicable.
- (8) To abide by the Club Event Planning and Risk Management Procedure.



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- (9) To ensure that the Club abides by all municipal, provincial, and federal regulations and By-laws.
 - (10) To ensure that the Club abides by all University Policies and Procedures.
 - (11) To ensure that the club maintains a membership of at least twenty-five (25) members, not including the Executive.
 - (12) To hold at least three (3) duly constituted general meetings per academic year and one (1) Annual General Meeting, at which Club Executives shall be elected as per the Club Elections Procedure.
 - i. All general meetings and the Annual General Meeting must meet quorum in order to be considered to be duly constituted.
 - (13) To run at least one (1) event per semester separate from general meetings and the Annual General Meeting.
 - i. To run at least one (1) event over the duration of the academic year that is not for the purposes of raising funds for either the Club or a charitable organization.
 - (14) To exclusively use the USC Finance Office for all financial dealings of the Club.
 - i. This includes adherence to all USC accounting practices and policies.
 - (15) To abide by the procedures set out in the Club Financial Procedure.
- 4.02 This list shall be supplemented by instruction from the Clubs Governance Committee, USC Staff, and those with authority over the Clubs community.
- 4.03 Failure to adhere to these responsibilities shall result in a complaint being filed against the Club as per the Club Hearings and Sanctions Procedure.

5.00 CLUB PRIVILEGES

- 5.01 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 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.



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- (4) To solicit members and collect membership fees during Clubs Week and online throughout the academic term.
- (5) To have access to USC staff, Support Services and resources as listed below:
 - i. To receive assistance from the Student Organizations Advisors and USC staff with respect to planning Club events and any other issues faced by the Club.
 - ii. To receive assistance from those who govern the Clubs community and USC staff to ensure Club activities comply with the Policies and Procedures of the USC and The University of Western Ontario.
 - iii. To receive assistance from the Clubs Finance Coordinator and the 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 or advertisements 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 Western Connections.
 - ix. To access WesternLink, including features of WesternLink for communication purposes with the USC and Club members.
 - x. To advertise with CHRW Radio and The Big Purple Couch.
- (6) To have access to USC-controlled space, including any space available through Mustang Central or Western Connections and the Clubs Resource Room.
- (7) To be included in any USC Clubs Week events.

6.00 CLUB REVIEW

- 6.01 The Student Organizations Advisors 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.



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- 6.02 The Vice-President Student Events, or designate(s), has the right to instigate and conduct random reviews of any Club.
- 6.03 Sub-committees of the Clubs Governance Committee and individuals with authority over the Clubs community 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 Clubs Governance Committee to conduct reviews or investigations of specific Clubs, a group of Clubs, or all Clubs at any time during the academic year.
 - (2) Each sub-committee of the Clubs Governance Committee shall make recommendations to the Clubs Governance Committee 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 Clubs Governance Committee as requested and be made available for any questions that the Clubs Governance Committee may have.
 - (3) The Clubs Financial Review Committee is responsible for ensuring that Clubs maintain their financial integrity. The committee may review the financial records of any Club.
 - (4) 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.

7.00 EXTERNAL AFFILIATIONS

- 7.01 Clubs are required to disclose in detail any Club relationship with on and off-campus organizations other than the USC.
- 7.02 Clubs are required to submit External Affiliations forms to the USC as outlined by the Student Organizations Advisors. The External Affiliations forms 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.
- 7.03 The USC and the Student Organizations Advisors reserve the right to approve or deny any External Affiliation.
- (1) If an External Affiliation is denied, the Club may choose to continue as a Club without External Affiliation or choose to cease being a Club.



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- (2) Clubs who fail to report an External Affiliation or continue with a denied External Affiliation risk being sanctioned by the Clubs Governance Committee as per the Club Hearings and Sanctions Procedure.

8.00 CONFLICT OF INTEREST

8.01 Any member who finds herself in a conflict of interest situation, or potential conflict of interest situation, has a duty to disclose that conflict to the Club Executive.

- (1) Where a member of the Club's Executive possesses a conflict of interest, the disclosure shall be to the remaining Executive members.

8.02 No club member, nor any family relation of the member, shall gain 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.

8.03 Circumstances under which a conflict of interest may arise include but are not limited to the following.

- (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 members 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 with said company or the company 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.

8.04 Where the Club President and other Executive members find that a valid conflict of interest exists, one or more of the following steps shall be taken to mitigate the conflict of interest.

- (1) The member refrains from discussing the relevant issue at hand.
- (2) The member refrains from discussing and voting on the relevant issue at hand.
- (3) The member be removed from the meeting or discussion altogether.
- (4) The member remits any personal gain received to the general membership or returns the personal gain to the third party.
- (5) Where the conflict of interest presents undue risk or liability to the Club, the member may be removed from the Club.



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9.00 REMOVAL OF MEMBERS

9.01 A Club member, including a member of the Executive, may be given notice of removal. Removal will be considered where the member commits an act that negatively affects the interests of the Club and its members, including but not limited to the following:

- (1) Non-disclosure of a significant or continuing conflict of interest.
- (2) Violation of the University's Code of Student Conduct.
- (3) Misuse of Club funds or financial transactions in a manner not communicated to the Executives or members of the Club.
- (4) Violation of the USC Community Standards Policy.
- (5) Violation of a USC or University Policy or Procedure that harms the reputation of either organization and/or exposes either organization to financial or legal liability.
- (6) Any violation committed by a Club that the Clubs Governance Committee has determined to be the responsibility of a single Club member or group of Club members.

9.02 Notice of removal shall be delivered by the Club's President. If the member being removed is the Club President, notice shall be delivered by the Chair of the Clubs Governance Committee.

9.03 A Club Executive may be removed from their position on the Executive without being removed from the Club.

- (1) This section does not preclude removal of an Executive from the Club.

9.04 Any member that is removed from a Club shall lose all privileges associated with membership in said Club.

10.00 PROCEDURAL AUTHORITY

10.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Clubs Governance Committee.

- (1) The scope of such Procedures is limited to the scope of this policy.
- (2) In the event of any conflict, this Policy supersedes any documents created under it.
- (3) Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect.



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- (4) Any Procedures ratified by the Executive, or any subsections therein, may be repealed by a resolution of Council.