



## CLUBS GOVERNANCE COMMITTEE TERMS OF REFERENCE

1 May 2016

Local and Campus Affairs Standing Committee

### 1. Objective

To govern the clubs community on campus by enforcing and overseeing policies and procedures to ensure fairness in the clubs culture.

### 2. Mandate

1. To create a community that supports leadership development among students and welcome the wide range of interests within the Clubs Community.
2. To adhere to all the documents of the Clubs Policy to determine reasonable limits placed on student organizations in order to comply with USC policy as well as University policy.
3. To set strategic, long-term goals for the Clubs Community for future growth and development of clubs and their student leaders.

### 3. Composition

1. The Clubs Governance Committee (CGC) shall be composed of:
  - i. Associate, Clubs, *ex-officio*, chair, non-voting.
  - ii. Clubs Policy Coordinator, *ex-officio*, vice-chair, non-voting.
  - iii. Clubs Finance Coordinator, *ex-officio*, non-voting.
  - iv. Seven (7) undergraduate students-at-large who are not Members of Council, voting.
  - v. Compliance Coordinator, *ex-officio*, non-voting.
  - vi. Student Programs Officer, *ex-officio*, non-voting.
2. The USC Executive, and other USC staff, shall be available as a resource to CGC should the committee request their presence.
3. A CGC member shall not be a current member of any club executive.
4. There shall be three sub-committees of CGC,
  - i. Club Policy Review Committee.
  - ii. Club Mandate Review Committee.
  - iii. Club Audit Committee.

### 4. Duties of the Officers

1. The Chair of the Clubs Governance Committee shall:
  - i. Set the agenda for each scheduled meeting.
  - ii. Ensure all CGC are filed with the Compliance Coordinator and the appropriate USC staff members.
  - iii. Ensure CGC meetings are carried out in a fair and equitable manner.
  - iv. Ensure CGC has relevant information and documentation provided to it prior to any meeting and in accordance with any deadlines provided in this policy.
  - v. Ensure quorum is maintained and to otherwise adjourn the meeting.
  - vi. Be given the right to extend invitations to the persons who could offer supplementary information relevant to the decisions made by the CGC.
  - vii. Ensure the **Club Hearings and Sanctions Procedure** has been followed prior to making any decisions.
  - viii. Represent the CGC in front of the Appeals Board if necessary.



2. The Vice-Chair of the Clubs Governance Committee shall:
  - i. Assist the Chair in the member selection of CGC, compliant with USC Human Resources and Volunteer Resources policies and procedures.
  - ii. Absorb the roles of the Chair in their absence.
  - iii. Ensure all pertinent issues are brought before the CGC.
  - iv. Advise the CGC of any immediate actions taken in accordance with the Clubs Policy, and the reasons for taking such actions.
  - v. Provide the CGC with any relevant information pertaining to the functioning of the clubs community.
  - vi. Provide any relevant information or documentation to assist the CGC to arrive at an informed decision.
3. The Compliance Coordinator shall:
  - i. Take, or appoint an individual to take, minutes for each CGC meeting.
  - ii. Report to the CGC on any club issues having to do with the Campus Alcohol Policy and the USC Trips Policy for Non-Alcoholic Events.
  - iii. Provide any relevant information or documentation to assist the CGC to arrive at an informed decision.
  - iv. Provide context and institutional memory with respect to specific events/activities of clubs, past CGC decisions and USC and University policies.
  - v. Provide explanations to committee members regarding policies enforced by the USC and University in relation to student organizations, risk management, event management, insurance, sponsorship policies, budget procedures, alcohol policy, university policy, community standards policy, public safety issues, venue issues, etc.

## 5. Responsibilities of the Committee

1. The responsibilities of CGC shall be:
  - i. Ratify qualified organizations as USC clubs.
  - ii. Uphold and enforce all USC By-laws and club policies and procedures.
  - iii. Seek and consider recommendations made by sub-committees of CGC.
  - iv. Approve club constitution changes or provide clubs with recommendations to assist the club to receive approval of the CGC.
  - v. Task the Associate Vice-President of Clubs to conduct an investigation or to designate an individual(s) to conduct further investigations where the CGC believes it has insufficient information before it in order to come to a more informed decision.
  - vi. Determine whether or not a club has violated the Clubs Policy or any other governing document of the USC, or the University of Western Ontario by extension, and impose sanctions where appropriate.
  - vii. Undertake any further actions or decisions necessary to ensure that all clubs abide by the Clubs Policy.
  - viii. Task sub-committees of the CGC with reviewing specific clubs, group of clubs, or all clubs under the purview of the USC.
  - ix. Receive reports and recommendations from the sub-committees of CGC in order to deliberate and enact them.



2. Committee members shall abide by the USC's Conflict of Interest Policy. Conflicts of interest must be reported to the Associate Vice-President Clubs and filed with the Compliance Coordinator.

#### **6. Context and Enactment**

1. Documents Repealed – N/A
2. Supporting and Related Documents – [Clubs Operating Policy](#) and [Club Hearings and Sanctions Procedure](#)
3. Date Passed – 27 January 2016
4. All Previous Amendments – September 2009