

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

CLUBS GOVERNANCE COMMITTEE: TERMS OF REFERENCE

Effective: April 1, 2010

Supercedes: September 1, 2009

PREAMBLE:

The University Students' Council (USC) seeks to create a community that supports leadership development among students and welcomes the wide range of interests within the Clubs Community. The Clubs Governance Committee (CGC) is the central body of the Clubs Community and is guided by all documents of the Clubs Policy to determine the reasonable limits that are placed on student organizations in order to comply with USC policy as well as University policy. The committee also develops strategic, long-term goals for the Clubs Community for future growth and development of student organizations and student leaders. This policy applies to all members of the Clubs Governance Committee by outlining general responsibilities and the general goals and objectives of the committee.

1.00 GENERAL

- (1) The CGC is a confidential committee of the USC's Council as provided for in By-Law #1.
- (2) The sub-committees of the CGC include:
 - i. Club Policy Review Committee
 - ii. Clubs Support Committee

2.00 COMMITTEE COMPOSITION

2.01 The Clubs Governance Committee (CGC) shall be composed of:

- (1) Vice-President Student Events, *ex-officio*, as Chair, non-voting;
- (2) three (3) members of USC Council, voting;
- (3) three (3) students of the University who are not members of Council, voting;
- (4) Clubs Coordinator, *ex-officio*, voting;
- (5) Clubs Finance Coordinator, *ex-officio*, voting;
- (6) Student Organizations Advisor, *ex-officio*, non-voting;
- (7) Clubs Governance Commissioner, *ex-officio*, non-voting; and,

(8) Vice-President Campus Issues, *ex-officio*, non-voting.

2.02 The Student Life Manager, and other USC staff, shall be available as resource support to the CGC should the staff member's attendance been deemed necessary by way of resolution.

2.03 A CGC member shall not be a current member of any club executive.

3.00 RESPONSIBILITIES OF SPECIFIC MEMBERS

3.01 The Chair shall:

- (1) Set the agenda for each scheduled meeting;
- (2) Ensure that all CGC decisions are filed with the Student Organizations Advisors and the appropriate USC staff members;
- (3) Ensure that CGC meetings are carried out in a fair and equitable manner;
- (4) Ensure that the CGC has relevant information and documentation provided to it prior to any meeting, and in accordance with any deadlines provided in this Policy;
- (5) Ensure quorum is maintained, and to otherwise adjourn the meeting;
- (6) Be given the right to extend invitations to the persons who could offer supplementary information relevant to the decisions made by the CGC;
- (7) Ensure that the appropriate procedure has been followed prior to making any decisions; and,
- (8) Vote in the instance of a tie.

3.02 The Vice-President Student Events shall:

- (1) Ensure that all pertinent issues are brought before the CGC;
- (2) Advise the CGC of any immediate actions taken in accordance with the Clubs Policy, and the reasons for taking such actions;
- (3) Provide the CGC with any relevant information pertaining to the functioning of the clubs community;
- (4) Provide any relevant information or documentation to assist the CGC to arrive at an informed decision; and,

(5) Respond to any questions posed by the CGC.

3.03 The Clubs Governance Commissioner shall:

- (1) Ensure that all members are or become familiar with the Clubs Policy and other relevant USC governing documents;
- (2) Ensure that due process is achieved and that any individual or person before the CGC has been given an opportunity to be heard;
- (3) Assist and advise the CGC about the Clubs Policy and its Procedures;
- (4) Ensure that the CGC has the relevant information and documentation before it when addressing governance concerns;
- (5) File a copy of all CGC decisions and written reasons with the Student Organizations Advisors;
- (5) Present recommendations and reports to the CGC based on discussions and decisions made by the Clubs Policy Review Committee; and,
- (6) Respond to any questions posed by the CGC;

3.04 The Vice-President Campus Issues shall:

- (1) Assist and advise the CGC with respect to club issues that involve equity, harassment or discrimination concerns;
- (2) Ensure that the CGC has the relevant information and documentation before it when addressing equity, harassment or discrimination concerns;
- (3) Where deemed necessary by the CGC, assist it to ensure that club documents, including club Constitutions, do not contain inflammatory, harassing or prejudicial content;
- (4) Support the Vice President Student Events with CGC responsibilities at her request; and,
- (5) Respond to any questions posed by the CGC;

3.05 The Student Organizations Advisor shall:

- (1) Take, or appoint an individual to take, minutes for each CGC meeting;
- (2) 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;

- (3) Provide any relevant information or documentation to assist the CGC to arrive at an informed decision; and,
- (4) Respond to any questions posed by the CGC;
- (5) Provide context and institutional memory with respect to specific events/activities of clubs and past CGC decisions;
- (6) Provide explanation 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.; and,
- (7) Provide historical context with respect to USC and University policies;

3.06 The Clubs Coordinator and the Clubs Finance Coordinator shall:

- (1) bring any club issues to the CGC for discussion, including any issues raised within the CGC's subcommittees; and,
- (2) present recommendations and reports to the CGC based on discussions and decisions made by respective committees.

4.00 RESPONSIBILITIES OF THE COMMITTEE

4.01 The CGC shall:

- (1) ratify qualified organizations as USC clubs;
- (2) seek and consider recommendations made by sub-committees of the CGC;
- (3) approve club Constitution changes or provide clubs with recommendations to assist the club to receive approval of the CGC.
- (4) task the Vice President Student Events to conduct an investigation or to designate an individual(s) to conduct further investigations where the CGC believes that it has insufficient information before it in order to come to a more informed decision;
- (5) 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;
- (6) impose sanctions where appropriate;

- (7) undertake any further actions or decisions necessary to ensure that all clubs abide by the Clubs Policy and,
 - (8) Task sub-committees of the CGC with reviewing specific clubs, group of clubs or all clubs under the purview of the USC.
- 4.02 The CGC members shall familiarize themselves with the Conflict of Interest Policy and understand when a conflict of interest may arise.
- 4.03 The CGC shall be guided by the Clubs Policy in its decision making. The CGC shall abide by all USC and University policies.
- 4.04 The CGC members shall abide by the following attendance requirements:
- (1) attend all meetings set by the Chair; and,
 - (2) be absent for no more than two (2) meetings in either semester.
- 4.05 A CGC member shall not be considered absent from a meeting where an absence is the result of:
- (1) a death or family emergency;
 - (2) an unavoidable medical appointment; or,
 - (3) an unavoidable academic requirement (i.e. exam);
- 4.06 A CGC member shall be removed in accordance with By-Law #1.