



# University Students' Council of the University of Western Ontario

## CLUB FINANCIAL PROCEDURES

**EFFECTIVE:** 30 April 2015

**SUPERSEDES:** 2013

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**AUTHORITY:** Clubs Policy Review Committee    **RATIFIED BY:** Clubs Governance Committee

30 April 2015

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**RELATED DOCUMENTS:**

- Clubs Operating Policy

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### 1.00 GENERAL

- 1.01 This document governs the procedures associated with the financial operations of USC Clubs.
- 1.02 Any reference to "day" or "days" shall refer to business days only and shall exclude statutory holidays, the USC winter closing period and any days the USC office is not operational.
- 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 Vice-President Communications of a Club.

### 2.00 SIGNING AUTHORITY

- 2.01 All USC Clubs shall be authorized a maximum of three Signing Officers to conduct the financial affairs of the Club.
- 2.02 All Signing Officers must be eighteen (18) years of age or older.
- 2.03 All Clubs shall designate their President, Vice-President Finance, and Vice-President Events (or equivalents) as Signing Officers of the Club.
- 2.04 All Signing Officers shall be authorized to use their Club's specific Account Number to conduct business with USC Operations.
- 2.05 Signing authority cannot be transferred to another individual
- 2.06 A bi-election will be necessary to elect a new executive for one of the following reasons:
- (1) The current executive has been removed from their position



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- (2) The executive has submitted their resignation
- (3) The executive position is vacant

### **3.00 MEMBERSHIP FEES**

- 3.01 Each Club's Executive shall set a membership fee of no less than five (5) dollars at the beginning of the academic year that shall be paid by each Club member, including Club Executives.
- 3.02 The amount of a Club's membership fee shall be communicated to the Student Organizations Support Staff prior to the start of Clubs Week at the start of each academic year.
- 3.03 Any member of a Club may apply to the respective Club's Executive for a refund of membership fees by October 31<sup>st</sup> in the following circumstances:
  - (1) If the Club's mandate or proposed activities as specified to the member when signing for membership are not congruent with the Club's actual mandate or proposed activities.
  - (2) Serious organizational issues with the Club's Executive members that lead to a lack of communication with the Club's members or a lack of programming as promoted to potential members.
  - (3) Any circumstance that seriously hampers the member's ability to enjoy membership in the Club.
  - (4) Use of club funds in a manner that was not communicated to club members.
- 3.04 Where the Executive and the members cannot resolve a refund issue within ten (10) days after the Club is first notified that the member is seeking a refund, the Executive or the member may request assistance from the AVP Clubs.
  - (1) The AVP Clubs will act as an arbitrator.
  - (2) The AVP Clubs will meet with a representative from the Club and the member to hear each party's position.
  - (3) The AVP Clubs will make a decision based upon the information provided. The decision of the Clubs Coordinator will be final and binding.



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### 4.00 BUDGET, INSURANCE, & AUDITING

4.01 All USC Clubs shall produce an annual budget detailing revenues (including membership fees and sponsorships) and expenses (including insurance/administrative costs and contingency amounts).

(1) Where a club budgets for the sale of merchandise, tickets, or a service the goods shall not be marked up more than fifty percent (50%) over the cost incurred by the club to provide/purchase the merchandise, event, or service.

4.02 All annual budgets shall be accompanied by a list of projected events that the Club plans to hold through the year. The annual budget should reflect the costs associated with these events.

4.03 All Club budgets must reflect the amount of insurance and administrative fees paid to the USC in a given academic year to cover any possible liability incurred by club events.

(1) The insurance and administrative costs accredited to a club will be taken out of the club's financial account automatically in each academic year.

(2) All Clubs are required to have USC insurance

4.04 All club budgets must reflect a contingency amount of between 8-10% of annual revenues predicted for the year to cover any budget shortfalls incurred by the club.

4.05 Club annual budgets must be submitted by October 15<sup>th</sup> of the academic year.

4.06 All USC Clubs shall submit to any audit of their financial account by the Clubs Finance Coordinator, the USC Secretary/Treasurer, or a designate.

### 5.00 FREEZING FINANCIAL ACCOUNT

5.01 The Vice-President Student Events or a Senior USC Financial Manager may freeze a club's financial account under any of the following circumstances:

(1) The Club opens an external bank account that is not administered through the USC.

(2) The Club is not represented at a mandatory USC meeting, including mandatory meetings for Club presidents, and does not send a designated representative.

(3) All club executives do not attend or complete mandatory executive training as outlined by the USC.



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- (4) The Club's budget is not submitted by October 15<sup>th</sup>.
- (5) Spending or accounting irregularities are detected.
- (6) Failure to submit to any audit requested by the Clubs Finance Coordinator.
- (7) There is evidence of the Club violating a municipal, provincial, or federal law.
- (8) Other violations as deemed appropriate by the Clubs Governance Committee.

5.02 If a Club's account is permanently frozen, any money present in the account shall be collected by the USC.

### **6.00 FINANCIAL ASSISTANCE**

6.01 The USC provides Clubs with bridge financing (short-term, no interest loans), at its sole discretion, to financially assist those Clubs in meeting their mandate through events or programming.

6.02 Bridge financing is limited to the event or programming budget shortfall or two thousand (2,000) dollars, whichever is less, in any given twelve month consecutive period beginning in September.

6.03 Clubs shall not apply for bridge financing as a subsidy for the Club's overall budget.

6.04 A written application for bridge financing must be included with the event proposal through the events portal.

- (1) The USC Secretary/Treasurer or a Senior USC Financial Manager must approve any bridge financing requested by a club.

6.05 All Clubs must abide by the re-payment schedule set by the USC. Where a Club defaults on re-payment of the loan, the Vice-President Student Events or a Senior USC Financial Manager may freeze the Club's financial account and garnish the account until the loan is fully repaid.

### **7.00 CONTRACTS**

7.01 Club members, including Executives, shall not be authorized to sign contracts of any type on behalf of the USC or the Club.

7.02 If a Club wishes to enter into a contract (for example, to book a venue or an entertainer), the Club shall contact the Student Organizations Support Staff.



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7.03 Any contract signed by a Club member, including Executives, on behalf of the Club or the USC shall be considered illegitimate. The signing of such a contract will be considered grounds for sanctioning of either the Club or the member who signed the contract.

7.04 Payment of contracts shall be processed by means of a Purchase Order, which shall be obtained from the Student Organizations Support Staff

### **8.00 SPONSORSHIP AND CO-PROMOTION**

8.01 Club sponsorship and co-promotion must:

(1) Be consistent with the interests and image of the USC.

(2) Be consistent with the USC's By-laws, 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.

(4) Be consistent with the University of Western Ontario's Policies and Procedures.

8.02 Initiation of sponsorship or co-promotion shall be done through the Club filling out a Sponsorship Proposal to be filed with the Student Organizations Support Staff.

8.03 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).

8.04 All sponsorship or co-promotion agreements must be approved in advance of signature by the USC's Student Organizations Support Staff.

(1) The USC reserves the right to approve or deny any sponsorship or co-promotion agreement proposed by a Club as it sees fit.

### **9.00 PERMISSION FOR TRADEMARKED AND COPYRIGHTED MATERIALS**

9.01 Any club wishing to incorporate the USC's logo in any sign, letter, invoice statement, email correspondence, poster, or other item must submit a request for such use to the USC Communications Officer.

(1) The USC Communications Officer shall review the proposed use. Approval is at the discretion of the USC Communications Officer.

(2) If approved, approval shall be provided to the club in writing.



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- 9.02 A club must seek the necessary approval for the use of any name, logo or design belonging to another individual, institution, company, partnership, or organization from the entity that has the rights to the name, logo, or design.
- (1) The club must submit proof of approval to the Student Organizations Support Staff upon request.
- 9.03 A club must seek the necessary approval for the use of any copyrighted materials, such as movies or video clips, belonging to another individual, institution, company, partnership, or organization from the entity that has the rights to the copyrighted material.
- (1) Approval for copyrighted material shall be provided in writing and submitted to the Student Organizations Support Staff prior to the use of the copyrighted material.
  - (2) Clubs shall not charge an entrance fee of any kind for the screening of copyrighted materials. This includes but is not limited to selling tickets, taking donations, and selling Club merchandise or food.