



University Students' Council of the University of Western Ontario PROCEDURE FOR RATIFICATION

EFFECTIVE: 30 April 2015

SUPERSEDES: 2009

AUTHORITY: Clubs Policy Review Committee

RATIFIED BY: Clubs Governance Committee
30 April 2015

RELATED DOCUMENTS:

- Clubs Operating Policy

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Committees of the University Students' Council (USC) Clubs Community include:
Clubs Governance Committee (will be referred to as CGC)
Clubs Policy Review Committee (will be referred to as CPRC)

1.00 GENERAL

- 1.01 This document governs the procedures for ratification within the USC Clubs system.
- 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 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 REQUIREMENTS FOR RATIFICATION:

- 2.01 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.

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- 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 Support Staff, and submit any supporting documentation requested by the Student Organizations Support Staff.

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.
- 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, 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 and administrative deductions that will be taken from the club account. Budget templates shall be made available by the Clubs Finance Coordinator or the USC AVP Clubs.
- vii. Description and Schedule of Events/Activities: A detailed itinerary of at least three (3) proposed club events/activities planned for the academic year. The itinerary should include:
 - a. a description of the proposed events,
 - b. potential venues,
 - c. marketing strategies for these events and,

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- d. A brief explanation of how the event/activity will contribute to the mandate of the proposed student organization.
- 2.02 The application package must be submitted online as an electronic file to the Clubs Policy Coordinator.
- 2.03 An organization may meet with the Clubs Policy Coordinator, or, Clubs AVP to ensure that all application requirements have been met. Any assistance from the Clubs Policy Coordinator, or Clubs AVP, does not guarantee that the organization will be ratified.
- 2.04 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 and services;
 - 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:

- 3.01 Ratification of clubs shall only take place during the following designated periods:
February to April
- 3.02 The Chair of the CGC shall schedule a series of meetings during the designated ratification periods to consider new applications.

4.00 CGC DECISION:

- 4.01 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.

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- 4.02 Ratified organizations shall be notified by the Chair, or designate, within five (5) business days of ratification by an email sent to the organization's representative(s).
- 4.03 Organizations that are denied ratification shall be notified by the Chair or designate, within five (5) business days of the CGC'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 written reasons for its decision.
- 4.04 Executives of each organization are 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.

5.00 REQUEST FOR RECONSIDERATION:

- 5.01 An organization that has been denied ratification may appeal to the CGC for reconsideration. The organization shall have five (5) days from the date on which notice of the CGC's initial decision was provided to the organization to submit a Request for Reconsideration.
- 5.02 The organization's Request for Reconsideration must include the organization's written reasons for reconsideration that specifically address the CGC's reasons for denying initial ratification.
- 5.03 Any Request for Reconsideration must be submitted to the Chair. The CGC shall meet to consider and deliberate as soon as reasonably possible.
- 5.04 The Chair shall provide the CGC's decision with respect to ratification within five (5) business days of the CGC's decision by an email sent to the organization's representative. The organization must be provided with the CGC's reasons for its decision.

6.00 APPEAL

- 6.01 If the club wishes to appeal the decision reached by the CGC committee, they will have two (2) days to do so. All appeals will be directed to the USC's Appeals Board for review pursuant to Bylaw #6.

7.00 RE-RATIFICATION OF A CLUB PREVIOUSLY DE-RATIFIED

- 7.01 At the time of de-ratification, the CGC can establish a probationary period of up to twelve (12) months during which a club with the same or similar mandate shall not be considered for re-ratification.
- 7.02 The probationary period established by the CGC should reflect the considerations made at the time of de-ratification.