



CLUBS GOVERNANCE COMMITTEE TERMS OF REFERENCE

26 October 2016

Council

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. Clubs Policy Coordinator, *ex-officio*, chair, non-voting.
 - ii. Associate Clubs, *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 two sub-committees of CGC,
 - i. Club Policy Review Committee.
 - ii. Financial Review 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 documents 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 appropriate procedure has been followed prior to making any decisions.
2. The Vice-Chair of the Clubs Governance Committee shall:
 - i. Assist the Chair in the member selection of CGC.
 - 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.
 - vii. Represent the CGC in front of the Appeals Board if necessary.
 - viii. Submit an annual report by January 31st to the Student Experience Standing Committee
 - ix. Vote in the instance of a tie
 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 USC or Western University policy
 - 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 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 Clubs and filed with the Compliance Coordinator.
 3. The CGC members shall abide by the following attendance requirements
 - i. Attend all meetings set by the Chair; and,
 - ii. Be absent for no more than two (2) meetings in either semester
 4. A CGC member shall not be considered absent from a meeting where an absence is the result of:
 - i. A death or family emergency;
 - ii. An unavoidable medical appointment; or,
 - iii. An unavoidable academic requirement (i.e. exam);
 5. A CGC member shall be removed in accordance with By-Law #1
 6. CGC shall have the capacity to amend its term of references as well as those of its subcommittees'.

5. Context and Enactment

1. Documents Repealed – Club Governance Committee terms of Reference October 2015
2. Supporting/Related Documents – [Clubs Operating Policy](#) and [Club Hearings and Sanctions Procedure](#)
3. Date Passed – October 26, 2016
4. All previous Amendments – October 8, 2015