



## University Students' Council of Western University

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### Clubs Operating Policy

<b>Authority:</b> Clubs Governance Committee	<b>Date Ratified:</b> January 22nd 2019
	<b>Previous Amendments:</b> 2013; April 30 2015;

#### **PREAMBLE**

The USC, as part of its commitment to enhancing the quality of life of undergraduate students at Western, maintains an active Clubs community dedicated to the interests of Western students. The USC's Club system aims to provide interest-based entertainment options for students as well as opportunities for students to fulfill leadership roles on campus. This policy and its associated procedures seek to set out guidelines for the functioning of the Clubs community in a clear and comprehensive manner.

#### **1.00 SCOPE**

1.01 This document governs the general functioning of the Clubs community.

1.01 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.

1.02 Any reference to “person” or “persons” shall refer to an individual, group of individuals, or corporate entity.

1.03 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.

1.04 Any reference to “Executive” or “club Executive” shall refer to the President, Vice-President Finance, Vice-President Events, and Vice President of Communications of a Club.

1.05 The following shall be Committees of the Clubs community and shall be responsible for the governance and support of the Clubs community. Terms of Reference for these Committees are available on the USC website.

(1) Clubs Governance Committee

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(2) Clubs Policy Review Committee

(3) Clubs Financial Review Committee

## **2.00 DEFINITIONS OF A CLUB**

2.01 A USC Club shall be defined as a group of individuals sharing a mutual interest in a particular area that has been ratified by the Clubs Governance Committee

(1) Any and all ratification of Clubs shall be done in accordance with the Club Ratification and De-Ratification Procedure.

2.02 A USC Club shall be unique from other USC Clubs and services.

2.03 A USC Club shall not have participation in athletic activities as part of its mandate. Such organizations are better suited to be part of Western Intercollegiate Athletics or Campus Recreation.

## **3.00 CRITERIA FOR MEMBERSHIP**

3.01 Any individual who is currently enrolled as an undergraduate student of the University of Western Ontario is eligible to be a member and/or Executive of a USC Club.

3.02 All Club members, including club executive, are required to pay any approved membership fees associated with any Club of which they wish to remain a member.

## **4.00 CLUB PRIVILEGES**

4.01 The USC provides Clubs with privileges provided those Clubs adhere to the Clubs Policy and comply with any other restrictions or requirements imposed by those with authority over the Clubs system. Privileges extended to Clubs include the following:

(1) To operate in a pseudo-autonomous fashion.

(2) To be recognized and listed as an official USC ratified Club.

(3) To promote and seek membership on campus.

(4) To solicit members at orientation week and during Clubs Week until January 31

i. Membership fees can be paid online, at the USC main office and during

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clubs week at designated station.

(5) To have access to USC staff, Support Services and resources including, but not limited to the following:

- i. To receive assistance from the Student Organizations Advisors and USC staff with respect to planning Club events and any other issues faced by the Club.
- ii. To receive assistance from those who govern the Clubs community and USC staff to ensure Club activities comply with the Policies and Procedures of the USC and Western University
- iii. To receive assistance from the Clubs Finance Coordinator and the Student Organizations Support Staff when preparing Club financial statements and budgets.
- iv. To apply for and receive short-term financing or grants where qualified.
- v. To receive insurance coverage for USC approved Club activities and events.
- vi. To post approved Club notices or advertisements on USC poster boards and as a PowerPoint slide on Western Film's pre-movie slideshow, where space is available.
- vii. To be able to sell tickets at a discounted rate at Western Connections.
- viii. To access Club Portal system, including features of the system for communication purposes with the USC and Club members.
- ix. To advertise with CHRW Radio.
- x. USC lockers

(6) To have access to USC-controlled space, including any space available through Mustang Central or Western Connections and the Clubs Resource Room.

(7) To be included in any USC Clubs Week events.

## **5.00 CLUB REVIEW**

5.01 The Student Organizations Support Staff and the Clubs Resource Coordinator are responsible for ensuring that each Club adheres to its mandate when engaging in

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activities and when conducting its day-to-day affairs.

5.02 The Vice-President Student Events, or designate(s), has the right to instigate and conduct random reviews of any Club.

5.03 The Clubs Governance Committee and individuals with authority over the Clubs community may conduct reviews to ensure, among other things, the financial integrity of the Club, the integrity of the Club's general operations, and that the Club's programming complies with the Club's mandate.

(1) Each sub-committee may be tasked by the Clubs Governance Committee to conduct reviews or investigations of specific Clubs, a group of Clubs, or all Clubs at any time during the academic year.

(2) Each sub-committee of the Clubs Governance Committee shall make recommendations to the Clubs Governance Committee for discussion and approval on the basis of their findings. The Chair of any sub-committee may be required to provide additional information to the Clubs Governance Committee as requested and be made available for any questions that the Clubs Governance Committee may have.

(3) The Clubs Financial Review Committee is responsible for ensuring that Clubs maintain their financial integrity. The committee may review the financial records of any Club at any point during the academic year.

## **6.00 EXTERNAL AFFILIATIONS**

6.01 Clubs are required to disclose in detail any Club relationship with on and off-campus organizations other than the USC.

6.02 Clubs are required to submit an online External Affiliations forms to the USC as outlined by the Student Organizations Support Staff. The External Affiliations forms shall request information about the nature of the relationship with the external organization, particularly including any financial and human resources being provided to the Club.

6.03 The USC and the Student Organizations Support Staff reserve the right to approve or deny any External Affiliation.

(1) If an External Affiliation is denied, the Club may choose to continue as a Club without External Affiliation or choose to cease being a Club.

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(2) Clubs who fail to report an External Affiliation or continue with a denied External Affiliation risk being sanctioned by the Clubs Governance Committee as per the Club Hearings and Sanctions Procedure.

## **7.00 CONFLICT OF INTEREST**

7.01 Any member, who finds herself in a conflict of interest situation, or potential conflict of interest situation, has a duty to disclose that conflict to the Club Executive.

(1) Where a member of the Club's Executive possesses a conflict of interest, the disclosure shall be to the remaining Executive members.

7.02 No club member, nor any family relation of the member, shall gain any profit or benefit in any dealings or actions taken on behalf of the club, unless that member has previously declared a conflict of interest at a club meeting.

7.03 Circumstances under which a conflict of interest may arise include but are not limited to the following.

(1) The member has a financial interest in a business or other third party which is doing or seeking to do business with the Club.

(2) The members has received or will receive a gift or other compensation from a business or other third party as a result of the Club doing business with said company or the company seeking to do business with the Club.

(3) The member has had personal dealings, positive or negative, with a business or other third party that impairs the member's ability to objectively deal with that business or third party.

7.04 Where the Club President and other Executive members find that a valid conflict of interest exists, one or more of the following steps shall be taken to mitigate the conflict of interest.

(1) The member refrains from discussing and/or voting on the relevant issue at hand.

(2) The member be removed from the meeting or discussion altogether.

(3) The member remits any personal gain received to the general membership or returns the personal gain to the third party.

(4) Where the conflict of interest presents undue risk or liability to the Club, the

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member may be removed from the Club.

## **8.00 REMOVAL OF MEMBERS**

8.01 A Club member, including a member of the Executive, may be given notice of removal. Removal will be considered where the member commits an act that negatively affects the interests of the Club and its members, including but not limited to the following:

- (1) Non-disclosure of a significant or continuing conflict of interest.
- (2) Violation of the University's Code of Student Conduct.
- (3) Misuse of Club funds or financial transactions in a manner not communicated to the Executives or members of the Club.
- (4) Violation of the USC Community Standards Policy.
- (5) Violation of a USC or University Policy or Procedure that harms the reputation of either organization and/or exposes either organization to financial or legal liability.
- (6) Any violation committed by a Club that the Clubs Governance Committee has determined to be the responsibility of a single Club member or group of Club members.

8.02 Members and Executive members, as outlined in the clubs constitution, may be removed by a 2/3rds majority vote of the executive members.

- (1) The names of the removed individuals are to be submitted to the Student Organization Support Staff for removal of all club privileges.

8.03 Notice of removal shall be delivered by the Club's President. If the member being removed is the Club President, notice shall be delivered by the Chair of the Clubs Governance Committee.

- (1) The individual will have five (5) days to appeal to CGC.

8.04 A Club Executive may be removed from their position on the Executive without being removed from the Club.

- (1) This section does not preclude removal of an Executive from the Club.

8.05 Any member that is removed from a Club shall lose all privileges associated with

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membership in said Club.

8.06 Any member that is removed from a Club shall not be refunded any membership fees paid.

## **9.00 PROCEDURAL AUTHORITY**

9.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Clubs Governance Committee or any sub-committee wherein.

- (1) The scope of such Procedures is limited to the scope of this policy.
- (2) In the event of any conflict, this Policy supersedes any documents created under it.
- (3) Any new Procedures and amendments to any existing Procedures must be ratified by Clubs Governance Committee before taking effect.

## **10.00 CLUB EXECUTIVE**

10.01 Each clubs shall be led by a number of executives, comprising an Executive Committee, as established in each Club constitution, with the following responsibilities:

- (1) The Executive Committee shall be substantially elected by and accountable to the membership of the club in accordance with the Club Elections Policy.
- (2) The Executive Committee shall be the sole body authorized to run events on behalf of the club and shall be the sole body authorized to speak or advocate on behalf of the club.
- (3) The Executive Committee shall provide direction regarding the use of the Club's financial accounts, under the leadership of the club VP Finance.
- (4) All members of the Executive Committee are expected to act in a fiduciary duty to the general membership of the club.

10.02 In order to facilitate the interaction between the club and the USC, all clubs are required to have certain defined roles within their executive committee, henceforth known as "USC Recognized Executives".

- (1) These roles are:
    - a) President
    - b) VP Events
    - c) VP Finance
    - d) VP Communications
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(2) The President, VP Events, and VP Finance of each club shall be the signing authorities on its USC Financial Account.

(3) All USC Recognized Executives shall be elected by the membership of their club in accordance with the club elections procedure. Other executive roles may be chosen in any manner set out by the constitution.

(4) Club constitutions may give whatever internal title to USC Recognized Executives, and any additional responsibilities beyond their USC liaison duties.

10.03 The structure of a club Executive Committee shall be set by a club constitution, and clubs shall have substantial latitude to set any structure they would like, provided it meets the aforementioned conditions.

(1) All clubs are expected to have their actual executive structure reflected in their constitution, which shall be kept up to date.

(2) Clubs may have things such as co-presidents or other informal sharing of roles, so long as one of the holders is clearly defined as holding the formal role.