



University Students' Council of Western University

General Club Procedures

Authority: Clubs Governance Committee	Date Ratified: Jan 22 2019
	Previous Amendments: Dec 8 2009

Committees of the University Students' Council (USC) Clubs Community include:

- Clubs Governance Committee (herein referred to as CGC)
- Clubs Support Committee (herein referred to as CSC)
- Clubs Policy Review Committee (herein referred to as CPRC)

FOREWORD:

The following Club Procedures are contained within General Club Procedures:

- 1.00 Office Space & Locker Space Allocation Procedure;
- 2.00 Club Financial Assistance Procedure;
- 3.00 Club Conflict of Interest Procedure;
- 4.00 Event & Risk Management;
- 5.00 Club Insurance;
- 6.00 Requesting Permission for Sponsorship & Co-Promotion;
- 7.00 Requesting Permission for Use of Trademarked Images;
- 8.00 Club Member Removal Procedure;
- 9.00 Club Constitution Amendment Procedure;
- 10.00 Membership Fee Refund Procedure;
- 11.00 Executive Election Procedure; and,
- 12.00 Membership Fee Submission Procedure.
- 13.00 Food Policy Procedure

1.00 OFFICE SPACE & LOCKER SPACE ALLOCATION PROCEDURE

1.01 The USC has designated space within the University Community Centre as clubs space whereby clubs may be provided with office space and locker space. The USC strives to offer a fair and equitable allocation of office space and locker space.

1.02 Any club may apply for office space and/or locker space made available by the USC.

1.03 Clubs are required to use the space in furtherance of their mandates, and must adhere to all applicable policies and procedures.



1.04 Office Space: If club space is available, clubs may use office space for the following purposes: to meet with its membership, to plan and organize events, and for other day-to-day activities. Office space may not be used for storage or construction purposes.

(1) Eligibility: In order to be eligible for an office, the club must:

- i. have a proven record of good financial standing;
- ii. not be on probation in any manner for the preceding twenty-four (24) months; and,
- iii. not have been found in violation of the Clubs Policy for the preceding twenty-four (24) months;

(2) Application Process: A club must submit three (3) copies of an application to the Student Programs Officer

- i. An application must be submitted by the last Friday in March in any given year to be eligible for an office beginning June 1st in the same year.
- ii. Applications shall be made available at the USC Front Desk or upon request to the USC Student Programs Officer or Student Organizations Advisors.

(3) Allocation: The Student Programs Officer and Student Organizations Advisors shall be responsible for allocating office space amongst the eligible clubs.

- i. Where more clubs qualify for office space than is available, the applicants will be placed in a lottery whereby clubs will be randomly chosen.
 - ii. The allocation of office space will be made with consideration given to the compatibility of clubs that may share office space and the amount of space within each office.
 - iii. Office space will be allocated for a one (1) year term subject to this Procedure.
 - iv. Unless the Student Programs Officer permits otherwise, no more than two (2) clubs may occupy an office each year.
 - v. A club will be permitted to begin its one (1) year term on June 1st in the year that they are allocated office space.
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vi. Any club that has been allocated office space is required to provide a three hundred dollar (\$300.00) damage deposit to the USC prior to receiving access to the office. Where no damage has been caused, the deposit will be refunded in full at the end of the club's term.

vii. A separate deposit for office keys may be required by the University.

(4) Where a club has caused damage to the office space, including the office door, during its term, the costs to repair the damage will be taken out of the club's damage deposit. Where the costs of repair exceed the damage deposit, the club must reimburse the USC for the additional costs.

i. Damage includes physical changes to the office, such as paint and wall coverings, nail holes, damage caused from tape or other adhesives placed on the walls, damage to the furnishings in the office and damage to the floor or ceiling.

(5) Removal: The Students Programs Officer may require a club to vacate its office where:

i. the club has caused damage to the office and does not pay for the costs of repair in a timely manner;

ii. the club does not maintain the eligibility requirements;

iii. the club does not use the office in the manner stipulated in the club's application;

iv. the club is in breach of the Clubs Policy;

v. the club has been placed on probation;

vi. the club has been de-ratified;

vii. the club's financial accounts have been frozen;

viii. the club failed to adhere to any other applicable policies or procedures; or

ix. the move will result in a more efficient use of office space and/or USC space.



(6) The Student Programs Officer must notify the club in writing that it must vacate the office within ten (10) days and provide the club with reasons for removal. Where the circumstances require, the Student Programs Officer may require the club to vacate the office within a shorter period of time.

1.05 Locker Space: If locker space is available, clubs may use the space to store club assets.

(1) Eligibility: All clubs are eligible for the assignment of locker space. The club must submit its request for space to the Student Programs Officer.

(2) Application Process: Application forms shall be made available at the USC Front Desk. The club must submit its request for space to the USC Front Desk and the Student Programs Officer.

i. Any club that has been allocated locker space is required to provide a twenty-three dollar (\$23.00) damage deposit to the USC prior to receiving the lock combination.

(3) Damage: Where a club has caused damage to the locker, the costs to repair the damage will be borne by that club.

(4) Removal: The Student Programs Officer may require a club to empty its locker where:

i. the club does not use the locker to store club assets;

ii. the club neglects to maintain a clean locker and space surrounding the locker

iii. a recommendation has been made by USC Reservations

iv. the club has caused damage to the locker and does not pay for the costs of repair in a timely manner;

v. the club has breached the Clubs Policy;

vi. the club has been placed on probation;

vii. the club has been de-ratified;

viii. the club's financial accounts have been frozen; or



ix. the club failed to adhere to any other applicable policies or procedures;

2.00 CLUB FINANCIAL ASSISTANCE PROCEDURE

2.01 Bridge Financing: The USC provides clubs with bridge financing, at its sole discretion, to financially assist those clubs in meeting their mandate. Short term loans are meant to be used to fund event budget gaps, and are expected to be repaid in full by the end of the event. Bridge financing is limited to the lesser of (1) the budget shortfall, or (2) two thousand (2,000) dollars to a maximum of three thousand (3,000) dollars in any given twelve month consecutive period beginning in September.

(1) Financial assistance from the USC is a privilege. Bridge financing is not intended as a yearly subsidy for club finances.

(2) Application: A written application for a bridge financing must be submitted in a budget proposal to the Student Organizations Advisors through Eventsnet.

a. The USC Controller must approve any short-term loan requested by a club.

b. Application requirements and the approval process will be outlined on Eventsnet.

(3) The club must abide by the re-payment schedule set by the USC. Where a club defaults on re-payment of the loan, the Student Programs Officer or the USC Controller may freeze the club's financial account and garnish the account until the loan is fully repaid.

2.02 Grants: The USC Grants Committee provides grants to clubs, among other student groups, to financially assist those clubs in meeting their mandate.

(1) Applications: A written application for a grant must be submitted to the Vice-President Finance. An application must include:

i. a description of the event/project/activity;

ii. the amount being sought;

iii. why there is a shortfall in funding;

iv. when the funding is required;



- v. a detailed budget for the event/project/activity highlighting the funding shortfall;
- vi. the individuals who will be responsible for administering the funds;
- vii. a list of other sources for funding already sought;
- viii. how the use of the grant will contribute towards the educational experience of the participants and the University community's experience; and,
- ix. any other relevant information.

(2) All applications must include the Grant Application Cover Sheet available at the USC Front Office.

(3) It is at the sole discretion of the USC Grants Committee to determine whether a club will qualify for a grant.

(4) An applicant may be required to appear before the USC Grants Committee to discuss its application and answer any questions.

3.00 CONFLICT OF INTEREST PROCEDURES

3.01 A club member must disclose a potential for self-gain at a club meeting.

3.02 A conflict of interest must be disclosed either verbally or in writing to the club's president. Where the club's president has a conflict of interest, she must disclose the conflict to the remaining executive members.

3.03 Any allegation made by a member about the conflict of interest of another member shall be made to the club's president. When the allegation is against the club's president, the allegation must be made to the remaining executive members.

3.04 Where the club president or other executive members find that a valid conflict of interest exists, it must be decided which of the following applies:

- (1) that the member refrains from discussing the relevant issue at hand;
 - (2) that the member refrains from discussing and voting on the relevant issue at hand;
 - (3) that the member be removed from the meeting or discussion all together;
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(4) that the member remit any personal gain received to the general membership or return the personal gain to the third party; or,

(5) any other steps deemed appropriate.

3.05 Where the member refuses to comply with the steps taken by the club president or other executive members to remedy the conflict of interest, the club's process for removing a member may be commenced.

3.06 The Student Organizations Advisors will be a resource available to clubs to assist clubs in ensuring that proper procedure is being followed when handling a declared or undeclared conflict of interest.

4.00 EVENT & RISK MANAGEMENT

4.01 Contracts: Clubs are required to have all contracts reviewed by the Student Organizations Advisor. Clubs are not legal entities and therefore have no ability to sign on behalf of the club.

(1) Any club member that signs a contract will be personally responsible for any liability incurred.

4.02 When planning an event off campus, clubs must contact the Student Organizations Advisors for assistance with negotiations with outside venues, production companies, transportation companies, sound equipment companies, and any other suppliers and service providers required. The Student Organizations Advisors will be able to assist clubs with securing the best services for the best price.

4.03 A club is required to cooperate with USC staff and those with authority over the clubs system to reduce the club's exposure to risk and to ensure that the health and safety of organizers and participants are sufficiently protected.

4.04 Any club interested in hosting an event involving alcohol must comply with both USC risk management procedures and the University's Campus Alcohol Policy. The Student Organization Advisors and the Manager of Student Life are available for assistance.

4.05 A club must submit event proposals via EventsNet in accordance with the Clubs Policy and must receive approval from the Student Organizations Advisor prior to planning the



event. The club must submit the proposal in accordance with the timelines recommended in the Student Organizations Support section of the Clubs Handbook.

4.06 Any club event that has received written approval from the USC will be insured under the USC's general liability insurance policy. The club will only receive coverage for any liability provided for under the USC's insurance policy.

4.07 When planning an event, the event organizers should consider the following:

- (1) Does the event involve alcohol use or consumption?
- (2) Is food being served?
- (3) Where is the event taking place? If off campus, specify the venue.
- (4) How many members are to attend?
- (5) Is the event open to individuals who are not members of the club?
- (6) Is there a risk of physical harm to participants?
- (7) Is transportation required?
- (8) Are suppliers required, i.e. for equipment or sound systems, for food or drink?
- (9) Are any service providers required?
- (10) How will the event be promoted, and by whom?
- (11) Have all USC governing documents been considered and adhered to?
- (12) Are there any sponsors or co-promoters for the event?

5.00 CLUB INSURANCE

5.01 Clubs operate within the ambit of the USC. As a result, the USC incurs greater insurance costs to reflect the risks of liability created by its clubs activities. The USC levies a portion of that cost of insurance to each club.



5.02 All ratified organizations must receive insurance coverage under the University Students' Council. Any club with insurance coverage from a third party will not be exempt from this policy.

5.03 The insurance cost accredited to a club will be taken out of the club's financial account automatically by the end of January in each year.

6.00 SPONSORSHIP AND CO-PROMOTION

6.01 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.

6.02 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.

6.03 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).

6.04 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.

7.00 REQUESTING PERMISSION FOR USE OF TRADEMARKED IMAGES

7.01 Any club wishing to incorporate the USC's logo in any sign, letter, invoice statement, email correspondence, poster, etc. must submit a request for such use to the Student Programs Officer.

(1) The Student Programs Officer and the USC President shall review the proposed use. Approval is at the discretion of the Student Programs Officer and the President of the USC.



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

(3) Consideration must be given to: (1) whether the use is acceptable, and (2) whether the use abides by all other USC governing documents.

7.02 A club must seek the necessary approval for the use of any name, logo or design belonging to another individual, institution, company, partnership, etc. 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 Advisor upon request.

8.00 CLUB MEMBER REMOVAL

8.01 Any member of the club may be given notice of removal by the club President, where the member commits an act that is described as grounds for removal in Clubs Operating Policy : Member Removal Policy.

8.02 The member up for removal shall have the right to defend her actions.

8.03 A two-thirds majority vote of the current members present in favour of removal is required.

8.04 The member will be removed from the club's membership and will lose any privileges associated with being a member of the club.

8.05 An executive will be removed in accordance with this section. Where an executive member has been removed only as an executive member, subsection (8.04) will not apply.

9.00 CLUB CONSTITUTION AMENDMENT

9.01 The Clubs Governance Committee will notify every club of mandatory and suggested changes necessary to club constitutions by way of email sent to the club's email account filed with the Student Organizations Advisors.

9.02 The club may amend its Constitution, but any amendments must not conflict with the required terms provided in the Club Constitution Template.



(1) Any amendments to the Constitution must be passed by a two-thirds majority vote by the current members present at a general meeting;

(2) Should a club choose to amend their Constitution, the proposed changes must be submitted as a digital Word file to the Clubs Policy Coordinator. Additionally, the club must provide the minutes of the general meeting where the proposed constitutional amendments were discussed and voted on by club members to the Clubs Policy Coordinator.

(3) When a club has initiated the amendment process, the club's Constitution filed with the Student Organizations Advisors will continue to be in force until the amendments have been approved by the Clubs Governance Committee.

(4) All amendments to a club's elections procedures must be approved by the Clubs Governance Committee in advance of any election taking place.

9.03 Following official approval of an amendment to a Constitution by the Clubs Governance Committee, one (1) or all club executives with signing authority shall submit a Club Status Letter to the Student Organizations Advisors or the Clubs Policy Coordinator for USC records.

10.00 MEMBERSHIP FEE REFUND PROCEDURE

10.01 Any member of the club may apply to the club Executive for a refund within one (1) month of becoming a member, or within one (1) week of the club's first official event, if:

(1) There has been a misinterpretation of the club's mandate and proposed activities as specified to the member when signing for membership.

10.02 Any member of the club may apply to the club Executive for a refund after one (1) month of becoming a member, or after one (1) week of the club's first official event for extenuating circumstances, which include:

(1) Serious organizational issues with the Executive members that lead to a lack of communication with the club's members or a lack of programming as promoted to potential members, and,

(2) Any circumstance that seriously hampers the member's ability to enjoy membership in the club; and,

(3) Use of club funds in a manner that was not communicated to club members.



10.03 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 USC Associate Clubs.

(1) The Associate Clubs will act as an arbitrator;

(2) The Associate Clubs will meet with a representative from the club and the member to hear each party's position; and,

(3) The Associate Clubs will make a decision based upon the information. The decision of the Associate Clubs will be final and binding.

11.00 EXECUTIVE ELECTION PROCEDURE

11.01 The club's Chief Returning Officer (CRO) administers the club's elections process;

(1) No member may act as an election official if he or she has accepted a nomination for an executive position.

(2) Where the executive member designated as CRO is running for re-election, the membership must appoint a replacement CRO.

(3) The Secretary will act as Chief Returning Officer if the position is vacant or has not been designated.

11.02 A nomination period for potential candidates shall be at least one (1) week in length and will be open and available to all members at least two (2) weeks prior to the scheduled Annual General Meeting and close one (1) day before campaigning begins;

11.03 A campaign period shall be at least one (1) week in length and shall be open for at least one (1) week prior to the Annual General Meeting;

11.04 The club's election procedures must be made available to all members when the call for nominations is made;

11.05 The CRO will determine whether voting will be done for each executive position on separate ballots or on one ballot;

11.06 The CRO must initial each ballot prior to distributing the ballots to the membership in order to ensure that all ballots are valid;



11.07 The CRO and the outgoing Secretary are responsible for counting the votes. Where the CRO or Secretary are running for re-election, the membership must appoint a replacement by a simple majority vote;

11.08 Each candidate must be permitted to appoint a scrutineer to oversee the counting of the votes;

11.09 Once the new Executive has been elected, the outgoing Chief Returning Officer and incoming Secretary must forward a list of the new Executive members with their email addresses to the Student Organizations Advisors within three (3) business days of the election taking place; and,

11.10 The outgoing Secretary must transfer Eventsnet access to the new Executive members by April 30th of the current academic year. Should the outgoing Secretary not fulfill her responsibilities owed to the new Executive, with respect to transfer of Eventsnet access, the incoming Secretary must seek assistance from the Student Organizations Advisors.

12.00 MEMBERSHIP FEE SUBMISSION PROCEDURE

12.01 The club membership fee will be submitted to the Student Organizations Advisors and Clubs Coordinator by the club executive no later than September 1st for Clubs Week I and no later than one (1) week prior to the first day of Clubs Week II. In addition, a detailed breakdown of how the club intends to use its membership fees must be included with the submission.

(1) Where a membership fee of a higher amount than the minimum membership fee is deemed necessary in order for the club to function on a daily basis, the executive members will set the fee.

12.02 Membership fees are subject to the criteria described in the membership fee provisions of Clubs Policy: Club Operating Policies.

13.00 FOOD POLICY PROCEDURE

13.01 Food policy shall be in the jurisdiction of USC hospitality services. Clubs must follow this policy during all Club events.

