**University Students’ Council of Western University**

**Clubs Governance Committee Terms of Reference**

|  |  |
| --- | --- |
| **Authority:** Council | **Date Ratified:** -- |
| **Previous Amendments:**  31 October 2018; 4 April 2018; 26 October 2016; 8 October 2015 | **Date Review:** September 2018 |
|  | **Next Review Date:** September 2021 |
| **Review Committee(s):**  Governance & Finance Standing Committee, USC Council | |
| **Delegates:**  Speaker of Council Associate Governance  Senior Manager, Government Services | |

1. **OBJECTIVE**

To govern the clubs community on campus by enforcing and overseeing policies and procedures that ensure fairness in the clubs culture.

1. **MANDATE**
   1. To create a community that supports leadership development amongst students and welcomes the wide range of interests within the clubs community.
   2. To adhere to all the documents of the clubs policy to determine reasonable limits to be placed on student organizations in order to comply with USC policy as well as Western University policy.
   3. To set strategic long-term goals for the clubs community in order to facilitate future growth and development of both clubs and their student leaders.

1. **COMPOSITION**
   1. The Clubs Governance Committee (CGC) shall be composed of:
      1. Clubs Policy Coordinator, *ex-officio*, Chair, voting;
      2. Associate Clubs, *ex-officio*, Vice-Chair, non-voting;
      3. Clubs Finance Coordinator, *ex-officio*, non-voting;
      4. Seven (7) undergraduate students-at-large, voting; whereas
         1. Those same seven (7) undergraduate students-at-large are elected by Council during their first meeting of September; and
      5. Student Organizations Advisor, *ex-officio*, non-voting;
      6. Secretary-Treasurer, *ex-officio,* non-voting;
      7. Associate Governance, *ex-officio,* non-voting; and
      8. Club Operations Coordinator, non-voting.
   2. The USC Executive and other USC staff shall be available as a resource to the CGC should the committee request their presence.
   3. A CGC member shall not hold a USC-recognized executive position on any USC ratified club; specifically:
      1. President;
      2. Vice-President Events;
      3. Vice-President Finance; or
      4. Vice-President Communications.
   4. CGC Members may designate a proxy by giving prior notice to the Chair.
2. **DUTIES OF THE OFFICERS**
   1. The Chair of the Clubs Governance Committee shall:
      1. Set the agenda for each scheduled meeting;
      2. Ensure all CGC documents are filed with the Student Organizations Advisor and the appropriate USC staff members;
      3. Ensure CGC meetings are carried out in a fair and equitable manner;
      4. Ensure that the CGC has relevant information and documentation provided to it prior to any meeting and in accordance with any deadlines provided in this policy;
      5. Ensure quorum is maintained and otherwise adjourn the meeting;
      6. Be given the right to extend invitations to any persons who could offer supplementary information relevant to the decisions made by the CGC;
      7. Ensure the appropriate procedure has been followed prior to making any decisions;
      8. Ensure that CGC minutes are publicly posted in order to allow public oversight of the CGC;
      9. Represent the CGC in front of the Appeals Board if necessary;
      10. Vote in the instance of a tie; and
      11. Report to council on the affairs of the CGC.
   2. The Vice-Chair of the Clubs Governance Committee shall:
      1. Absorb the role of the Chair in their absence, and otherwise assist them in discharging their responsibilities;
      2. Ensure all pertinent issues are brought before the CGC;
      3. Advise the CGC of any immediate actions taken in accordance with the clubs policy, and the reasons for taking such actions;
      4. Provide the CGC with any relevant information pertaining to the functioning of the clubs community;
      5. Provide any relevant information or documentation necessary to assist the CGC with arriving at an informed decision;
   3. The Student Organizations Advisor shall:
      1. Take, or appoint an individual to take, minutes for each CGC meeting;
      2. Report to the CGC on any club issues having to do with USC or Western University policy;
      3. Provide any relevant information or documentation necessary to assist the CGC with arriving at an informed decision;
      4. Provide context and institutional memory with respect to specific events/activities of clubs, past CGC decisions, and USC and Western University policies; and
      5. Provide explanations to committee members regarding policies enforced by the USC and Western 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.
   4. Officers of the CGC are expected to designate a proxy to fill their role if they are not able to make a scheduled meeting.

1. **RESPONSIBILITIES OF THE COMMITTEE**
   1. The responsibilities of the CGC shall be to:
      1. Ratify qualified organizations as a USC club;
      2. Uphold and enforce all USC bylaws and club policies and procedures;
      3. Act as a designate of Council to create and amend policies related to clubs;
      4. Seek and consider recommendations made by subcommittees of the CGC;
      5. Approve club constitutional changes or provide clubs with recommendations to assist the club with receiving the approval of the CGC;
      6. Task the Associate Clubs with conducting an investigation, or to designate an individual or individuals with conducting further investigation, where the CGC believes it has insufficient information before it in order to come to an informed decision;
      7. Determine whether or not a club has violated the clubs policy or any other governing document of the USC, or Western University by extension, and impose sanctions where appropriate;
      8. Undertake any further actions or decisions necessary to ensure that all clubs abide by the clubs policy;
      9. Task subcommittees of the CGC with reviewing specific clubs, group of clubs, or all clubs under the purview of the USC; and
      10. Receive reports and recommendations from the subcommittees of the 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 Student Organizations Advisor.
   3. All CGC members shall abide by the following attendance requirements:
      1. Attend all meetings set by the Chair; and
      2. 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:
      1. A death or family emergency;
      2. An unavoidable medical appointment; or
      3. An unavoidable academic requirement (i.e. exam).
   5. A CGC member may be removed from the Clubs Governance Committee through a motion of Council passed by a simple majority.
   6. The CGC shall have the capacity to amend its subcommittee’s terms of reference, as well as any other policies under its jurisidiction.