

**University Students' Council of the University of Western Ontario
Clubs Policy**

CLUBS POLICY REVIEW COMMITTEE: TERMS OF REFERENCE

Effective: Nov 10, 2014

Supercedes: April 1, 2010

PREAMBLE:

The University Students' Council (USC) seeks to create a community that supports leadership development among students and welcomes the wide range of interests within the Clubs Community. The Clubs Governance Committee (CGC) is the central body of the Clubs Community and is guided by all documents of the Clubs Policy. In order to help the CGC in enhancing the governance of the Clubs Community, the Clubs Policy Review Committee (CPRC) serves as the primary body for reviewing, drafting and making recommendations to the Clubs Governance Committee on Clubs Policy. The committee is responsible for maintaining accurate and updated Clubs Constitutions and all official Clubs Policy documents for the USC.

1.0 COMMITTEE COMPOSITION

1.01 The Clubs Policy Review Committee (CPRC) shall be composed of:

- (1) Clubs Policy Coordinator, ex-officio, as Chair, non-voting;
- (2) Vice President Student Events, ex-officio, non-voting;
- (3) Compliance Coordinator, ex-officio, non-voting;
- (4) Associate Vice-President Clubs, ex-officio, voting;
- (5) Club Finance Coordinator, ex-officio, voting;
- (6) Two (2) club executives at large, voting; and,
- (7) Two (2) students of the university at large, voting.

1.02 Other USC staff, members of the CGC or its sub-committees shall be available as resource support to the CPRC should attendance be deemed necessary by the Chair of the CPRC.

2.00 RESPONSIBILITIES OF THE COMMITTEE

2.01 The CPRC shall:

- (1) Be a sub-committee of the Clubs Governance Committee (CGC);
- (2) Review the Clubs Policy on an annual basis;
- (3) Aid in the communication of Clubs Policy changes to clubs in conjunction with the CGC;
- (4) Maintain updated records of official Clubs Policy documents and changes;

(5) Serve to draft and review Clubs Policy based on the recommendations of the CGC and to report back to the CGC with policy recommendations;

(6) Conduct reviews of Clubs Policy as directed by the CGC;

(7) Review new club applications based on the Provisions of Clubs Policy :

Procedure for Ratification prior to review and approval of the CGC;

(8) Make recommendations to the CGC on new club applications based on the provisions of Clubs Policy : Procedure for Ratification; and,

(9) Maintain updated records of all Club Constitutions.