



University Students' Council of Western University

Clubs Governance Board Terms of Reference

Authority: Council	Date Ratified: January 22 2020
Previous Amendments: March 10, 2019; 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.

2. MANDATE

- a. To create a community that supports leadership development amongst students and welcomes the wide range of interests within the clubs community.
- b. 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.
- c. 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.

3. COMPOSITION

- a. The Clubs Governance Board (CGB) shall be composed of:
 - i. Clubs Policy Coordinator, *ex-officio*, Chair, voting;
 - ii. Associate Clubs, *ex-officio*, Vice-chair, non-voting;
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- iii. Clubs Finance Coordinator, *ex-officio*, non-voting;
 - iv. 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
 - v. Student Organizations Advisor, *ex-officio*, non-voting;
 - vi. Secretary-Treasurer, *ex-officio*, non-voting; ~~and~~
 - vii. Associate Governance, *ex-officio*, non-voting.; and
 - viii. Clubs Operations Coordinator, *ex-officio*; non-voting.
- b. The USC Executive and other USC staff shall be available as a resource to the CGB should the board request their presence.
- c. A CGB member shall not hold a USC-recognized executive position on any USC ratified club; specifically:
- i. President;
 - ii. Vice-President Events;
 - iii. Vice-President Finance; or
 - iv. Vice-President Communications.
- d. CGB Members may designate a proxy by giving prior notice to the Chair.

4. DUTIES OF THE OFFICERS

- a. The Chair of the Clubs Governance Board shall:
- i. Set the agenda for each scheduled meeting;
 - ii. Ensure all CGB documents are filed with the Student Organizations Advisor and the appropriate USC staff members;
 - iii. Ensure CGB meetings are carried out in a fair and equitable manner;
 - iv. Ensure that the CGB 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 otherwise adjourn the meeting;
 - vi. Be given the right to extend invitations to any persons who could offer supplementary information relevant to the decisions made by the CGB;
 - vii. Ensure the appropriate procedure has been followed prior to making any decisions; and
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- viii. Ensure that CGB minutes are publicly posted in order to allow public oversight of the CGB;
 - ix. Present an annual report to the USC Council;
 - x. Represent the CGB in front of the Appeals Board if necessary; and
 - xi. Vote in the instance of a tie.
- b. The Vice-Chair of the Clubs Governance Board shall:
- i. Absorb the role of the Chair in their absence;
 - ii. Ensure all pertinent issues are brought before the CGB;
 - iii. Advise the CGB of any immediate actions taken in accordance with the clubs policy, and the reasons for taking such actions;
 - iv. Provide the CGB with any relevant information pertaining to the functioning of the clubs' community; and
 - v. Provide any relevant information or documentation necessary to assist the CGB with arriving at an informed decision.
- c. The Student Organizations Advisor shall:
- i. Take, or appoint an individual to take, minutes for each CGB meeting;
 - ii. Report to the CGB on any club issues having to do with USC or Western University policy;
 - iii. Provide any relevant information or documentation necessary to assist the CGB with arriving at an informed decision;
 - iv. Provide context and institutional memory with respect to specific events/activities of clubs, past CGB decisions, and USC and Western University policies; and
 - v. Provide explanations to board- 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.
- d. Officers of the CGB are expected to designate a proxy to fill their role if they are not able to attend a scheduled meeting.

5. RESPONSIBILITIES OF THE BOARD

- a. The responsibilities of the CGB shall be to:
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- i. Ratify qualified organizations as a USC club;
 - ii. Uphold and enforce all USC by-laws and club policies and procedures;
 - iii. Act as a designate of Council to create and amend policies related to clubs;
 - iv. Seek and consider recommendations made by subcommittees of the CGB;
 - v. Approve club constitutional changes or provide clubs with recommendations to assist the club with receiving the approval of the CGB;
 - vi. Task the Associate Clubs with conducting an investigation, or to designate an individual or individuals with conducting further investigations, where the CGB believes it has insufficient information before it in order to come to an informed decision;
 - vii. 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;
 - viii. Undertake any further actions or decisions necessary to ensure that all clubs abide by the elubs policy;
 - ix. Task sub-committees of the CGEB with reviewing specific clubs, group of clubs, or all clubs under the purview of the USC; and
 - x. Receive reports and recommendations from the sub-committees of the CGB in order to deliberate and enact them.
- b. Board 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.
- c. All CGB 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.
- d. A CGB 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).
- e. A CGB member may be removed from the Clubs Governance Board by the Chair should they fail to fulfill their responsibilities under Section 5.c of this policy, subject to ratification by Council, or through a motion of Council passed by a simple majority.
- i. Vacancies on the Clubs Governance Board shall be filled by an undergraduate student who is not a member of Council, nominated by the Chair and subject to ratification by Council.
- f. The CGB shall have the capacity to amend its subcommittee's terms of reference.
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