



## University Students' Council of Western University

### Club Ratification Procedure

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| <b>Authority:</b> Clubs Governance Board | <b>Date Ratified:</b> October 8, 2021            |
|  | <b>Previous Amendments:</b> 2018, October 9 2019 |

#### 1.00 GENERAL

1.01 This document governs the procedures for ratification within the USC Clubs system.

1.02 Any reference to "day" or "days" shall refer to business days only and shall exclude statutory holidays and the USC winter closing period and any days the USC office is not operational.

1.03 Any reference to "person" or "persons" shall refer to an individual, group of individuals, or corporate entity.

1.04 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 Procedure.

1.05 Any reference to "Executive" or "Club Executive" shall refer to the President, Vice-President Finance, Vice-President Events, and Vice-President Communications of a Club.

1.06 Any reference to the "Board" or "CGB" shall refer to the Clubs Governance Board as the ratifying authority of this procedure.

#### 2.00 REQUIREMENTS FOR RATIFICATION

2.01 To be considered for ratification, an organization must submit an application package consisting of the following:

(1) Written Statement: A written statement, up to a maximum of three (3) pages, or a video of up to five (5) minutes, that answers the following questions:

- i. What is the objective or mandate of the club?
- ii. Explain why your organization wishes to be ratified as a club under the purview of the USC.

- iii. How is this club unique and distinct from existing clubs?
- iv. Explain the physical, financial and other risks associated with the club.
- v. Anything else pertinent to your club proposal.

(2) External Affiliation Form: If the proposed student organization has any affiliation with an external organization as defined in the External Affiliation provisions of Clubs Policy: Clubs Operating Policy, then the applicant must submit a form describing the nature of the relationship, which will be provided by the Student Organizations Support Staff, and submit any supporting documentation requested by the Student Organizations Support Staff. This form will be made available on the USC website.

(3) Executive List: A list of the proposed President, VP Events, VP Finance, and VP Communications of your club, as well as their contact information and student numbers.

(4) Constitution: A proposed club constitution that is drafted in accordance with the Club Constitution Guideline, and is formatted the same or similar to the Club Constitution Template. This should reflect the intended executive structure of the club.

(5) Membership List: A membership list containing at least forty - (40) current undergraduate and graduate student names, and contact information for those prepared to join the organization once ratified.

(6) Budget: A proposed club budget that gives a plan for the spending of club membership fees. The club fee that is being charged must be indicated in the submitted budget. The budget should also list any anticipated revenue streams and how these monies will be spent. The budget must include insurance and administrative deductions that will be taken from the club account. Budget templates shall be made available by AVP Finance or the USC AVP Clubs

(7) Description and Schedule of Events/Activities: A detailed itinerary of at least three (3) proposed club events/activities planned for the academic year. The itinerary should include:

- i. a description of the proposed events,
- ii. potential venues,
- iii. marketing strategies for these events and,
- iv. A brief explanation of how the event/activity will contribute to the mandate of the proposed student organization.

2.02 The application package must be submitted online to the Clubs Policy Coordinator, by e-mail or some other electronic means

2.03 An organization may meet with the Clubs Policy Coordinator, or, Associate Clubs to ensure that all application requirements have been met.

(1) Any assistance from the Clubs Policy Coordinator, or Associate Clubs, does not guarantee that the organization will be ratified.

2.04 An organization must be able to demonstrate:

(1). Uniqueness and Distinctiveness the organization must not have the same or a similar mandate to other existing clubs and must be readily distinguishable from all other clubs and services;

(2) Significant student interest;

(3) Autonomy – the organization must not be directed by any external organization(s), as outlined in the External Affiliations Policy, in such a way that the organization's conduct will conflict with USC and University policies and procedures. This does not prevent the club from having a relationship with an external organization, and/or receiving resources from an external organization; and,

(4) the CGB will use its discretion with the following subjects:

i. Duplication of services

a. As per the procedure for ratification, duplication of services is a component taken very seriously in this process.

b. Duplications of services with groups and/or services that exist in some capacity on Western University's campus or in the city of London, Ontario will be critically reviewed

ii. External affiliations

a. External affiliations with groups and services that exist in the city of London, Ontario will be critically reviewed

iii. Fundraising/charity

a. A club's sole mandate or purpose should not be to fundraise and/or support a specific charity.

b. Clubs who plan to raise funds or other belongings must plan and provide additional events for their club and members outside of fundraising

c. A club's mandate or purpose should be unique and distinct to existing clubs in the USC club's system

iv. Mentorship

a. Students mentoring other students will not be permitted

v. *Teaching and training*

- a. A club's sole mandate or purpose should not be to teach or train any specific academic skills, academic content or other relevant material
- b. Professional speakers are permitted and will be reviewed by the USC
- c. If there is a learning component in the club, then it must be specified that the individuals providing advice are not professionals on the matter
- d. Activity or interest-based teaching or training (examples: dancing, knitting, juggling) are permitted

vi. *Volunteering*

- a. A club's sole purpose should not be to mobilize or recruit volunteers on behalf of any organization
- b. Volunteering activities that already exist on Western University's campus or in the city of London, Ontario are considered a duplication of services will be critically reviewed

vii. *International chapters*

- a. Students are not permitted to organize international exchange or learning opportunities as per USC insurance and event planning procedures
- b. External Affiliations must be through organizations with a Canadian chapter
- c. International organizations with no Canadian chapter will not be approved
- d. International individual events will be reviewed by the USC

viii. *Feasibility*

- a. The Club must be able to demonstrate, at the discretion of the CGB, that it has a feasible model of operations.

IX. *Niche Interest*

- a. The Club's mandate should not fall under a specific niche that can be served by groups and/or services that exist in some capacity on Western University's campus
- ix. The organization has the same name or mandate as a club that has been de-ratified over the past twelve (12) months.

**3.00 DEADLINE FOR RATIFICATION APPLICATIONS**

3.01 New club applications shall only be accepted between October 1st and November 15th.

3.02 Applications for ratification may be reviewed at the discretion of CGB. However, CGB shall review all ratification applications by April 15th.

## **4.00 DECISION**

4.01 Ratified organizations shall be notified by the Chair, or designate, within five (5) business days of ratification by an email sent to the organization's representative(s).

4.02 Organizations that are denied ratification shall be notified by the Chair or designate, within five (5) business days of the CGB's decision to not ratify the organization by an email sent to the organization's representative(s). The organization must be provided with the CGB's written reasons for its decision.

4.03 Executives of each organization are responsible for ensuring that its email account is capable of receiving emails. A club will be deemed to have its official email account active for any notice requirements.

## **5.00 REQUEST FOR RECONSIDERATION:**

5.01 An organization that has been denied ratification may appeal to the CGB for reconsideration. The organization shall have five (5) days from the date on which notice of the CGB's initial decision was provided to the organization to submit a Request for Reconsideration.

5.02 The organization's Request for Reconsideration must include the organization's written reasons for reconsideration that specifically address the CGB's reasons for denying initial ratification.

5.03 Any Request for Reconsideration must be submitted to the Chair. The CGB shall meet to consider and deliberate as soon as reasonably possible.

5.04 The Chair shall provide the CGB's decision with respect to ratification within five (5) business days of the CGB's decision by an email sent to the organization's representative. The organization must be provided with the CGB's reasons for its Decision.

5.05 CGB shall hold the authority to impose additional procedures on requests for reconsideration.

## **6.00 APPEAL**

6.01 All appeals will be directed to the USC Appeals Board.

## **APPENDIX 1: NEW CLUBS APPLICATION MANDATE**

The purpose of this mandate is to bring the CGB's club application review guidelines to the attention of potential applicants. The CGB believes that any decisions with regards to the application, use of discretion and subsequent marking process should be made public to all students in advance.

### **Clubs Governance Board Terms of Reference**

1. To create a community that supports leadership development among 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 placed on student organizations in order to comply with USC policy as well as University policy.
3. To set strategic, long-term goals for the Clubs Community for future growth and development of clubs and their student leaders.

### **Proposed Mandate**

Each year, the CGB receives approximately 85+ new club applications. The CGB recognizes a potential shortage of resources and space on campus if a sizeable number of clubs is added to the already 200+ clubs that are currently ratified with the USC. The CGB looks forward in decision-making processes to ensure that the future of the clubs department is stable and must enact particular guidelines in reviewing club applications that limits the number of clubs that are accepted each year. A rapid increase in the number of new clubs can create dilution in club memberships for all clubs and an inability to host a functioning clubs week in the space provided. The CGB will continue to use its discretion with regards to the ratification procedure and will adhere to the guidelines that are used and outlined each year. The CGB however would like to highlight some potential club purposes that have a low likelihood of ratification due to discretionary use of policy. This mandate's scope will speak to purpose and mandate of a new club application, and not specific club events.

The CGB will continue to use its discretion in new club applications and does not limit itself to these subjects as potential reasons for denial. The CGB wishes to be honest and as open as possible with all students.