



University Students' Council Of Western University

Clubs Operating Policy

Authority: Board of Directors	Date Ratified: August 24th 2023
	Next Review Date: August 2026
Previous Amendments:	
Related Document(s): Clubs Code of Conduct, Club Constitution Template, Club Constitution Amendment Procedure, Clubs Ratification Procedure, Clubs Ratification Procedure, Clubs De-ratification Procedure, Clubs Election Procedure, Clubs and Faculty Council Event Approval Procedure, Club Finance Procedure, Club Hearings and Sanctions Procedure, USC Club's Harassment, Discrimination, and Violence Prevention Policy, USC's Health and Safety Policy.	
Review Committee(s): Clubs Governance Board, Governance Committee	
Delegates:	

PREAMBLE

This policy outlines the rules by which all USC-ratified clubs must operate to ensure they maintain their status.

1. DEFINITIONS

- 1.1. The following list of definitions, regardless of capitalization, will apply to the Club Operating Policy
 - 1.1.1. **Academic Year** is defined as May 1st to April 30th of the following year.
 - 1.1.2. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.
 - 1.1.3. **Club Event** or **Event** any gathering of club members to engage in or discuss club activities that achieve the mandate of the club.
 - 1.1.4. **Club's Governance Board (CGB)** is the group of students who governs the clubs' community on campus by enforcing and overseeing policies and procedures to ensure fairness in the clubs' culture.

- 1.1.5. **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.
- 1.1.6. **Executive** or **Executive Committee** are the leadership positions outlined in each club's constitution.
- 1.1.7. **External Affiliations** are any group or people not part of the University Students' Council.
- 1.1.8. **General Club Membership** or **Club Members** are undergraduate or graduate students who have a paid membership in a club.
- 1.1.9. **General Meeting** is any meeting of club members that is not exclusive to the executive of the club.
- 1.1.10. **Student Organizations Support (SOS)** is the full-time permanent staff team that supports Clubs.
- 1.1.11. **Western Link** is the online platform used to submit club event forms and other administrative functions.

2. ADMINISTRATION OF POLICY

- 2.1. The Club's Governance Board (CGB) is authorized to enforce this policy and all corresponding procedures.
 - 2.1.1. The CGB is also authorized to sanction clubs as outlined in the Club's Sanction Procedure.
 - 2.1.2. The Student Organization Support, at the direction of the Manager, Student Community, is authorized to administer this policy and corresponding procedures.

3. USC RATIFIED CLUBS

- 3.1. All USC-ratified clubs must follow this policy and corresponding procedures to ensure they maintain their status.
- 3.2. To become a ratified club, follow the steps outlined in the Club's Ratification Procedure.
- 3.3. USC Ratified clubs may operate from September 1st to April 30th of the current academic year. An operating club can run general club membership events and use the club bank account and must stop all operations by April 30th of the academic year.
 - 3.3.1. Club executives may meet over the summer months to plan for the upcoming academic year.

4. CONSTITUTION

- 4.1. Each club must have a constitution.
- 4.2. All club constitutions must follow the format included in Appendix 1.

- 4.3. Club constitutions must be reviewed annually and submitted to the Manager, Student Community for review.
- 4.4. Any constitutional amendments must be approved at a General Meeting of the Club members and follow the process outlined in the Club's Constitution Amendment Procedure.
- 4.5. No USC-ratified club can follow an external organization's set of rules. When a USC club has an external affiliation with another organization, a club constitution must still follow all USC governing policies.

5. MEMBERSHIP

- 5.1. Members must be undergraduate or graduate students of Western University.
- 5.2. All members must pay a membership fee as outlined in the club's constitution.
- 5.3. Members can start signing up for a club during Clubs Week each fall and must pay for their membership fee by January 31st of the academic year.
 - 5.3.1. Refunds of membership fees are permitted until October 31st of the current academic year. Requests for refund can be made to the Student Organization Support team.
- 5.4. All club members must remain compliant with the following policies and procedures
 - 5.4.1. Clubs Operating Policy,
 - 5.4.2. Clubs Code of Conduct,
 - 5.4.3. Club Constitution,
 - 5.4.4. USC Club's Harassment, Discrimination, and Violence Prevention Policy,
 - 5.4.5. USC's Health and Safety Policy.
 - 5.4.6. Western University Code of Student Conduct
- 5.5. Removal of members requires a 2/3rd majority vote of members or by the Club's Governance Board.
 - 5.5.1. If a club member is successfully removed, they have the right to appeal up to five (5) days after they are removed.
 - 5.5.1.1. Appeals are to be submitted to the USC Appeals Board by emailing appeals@westernusc.ca.

6. EXECUTIVE STRUCTURE OF A CLUB

6.1. There must be a President, Vice President Events, Vice President Finance, and Vice President Communications of each club.

6.1.1. Other executive members are permitted as outlined in each club's constitution.

6.2. Executives must fulfill the role responsibilities as outlined in their club constitution.

6.3. Club Executive terms shall be one year long, starting on May 1st and ending the following April 30th.

6.4. Each club will outline a line of succession in their constitution to be followed in case of temporary executive absences.

6.5. Removal of executive members requires a 2/3rd vote of members.

6.6. All club executives must remain compliant with the following policies and procedures. Failure to do so may result in removal by the CGB.

6.6.1. Clubs Operating Policy,

6.6.2. Clubs Code of Conduct,

6.6.3. Club Constitution,

6.6.4. Clubs and Faculty Council Event Approval Procedure

6.6.5. Clubs Election Procedure

6.6.6. Clubs Finance Procedure

6.6.7. USC's Harassment, Discrimination, and Violence Prevention Policy,

6.6.8. USC's Health and Safety Policy.

6.6.9. Western University Code of Student Conduct

6.6.9.1. If an executive member is successfully removed, they have the right to appeal up to five days after they are removed.

6.6.9.1.1. Appeals are to be submitted to the USC Appeals Board by emailing appeals@westernusc.ca.

6.7. Each year the President, Vice President Events, Vice President Finance, and Vice President Communications must attend Clubs Training.

7. ELECTION OF CLUB EXECUTIVE POSITIONS

- 7.1. The Club's Election Procedure governs all Club Elections.
- 7.2. The General Club Membership must elect the four mandatory executives: President, Vice-President Events, Vice-President Finance, and Vice-President of Communications from the club membership.
 - 7.2.1. Non-mandatory executives will be selected as outlined in each club's constitution.
- 7.3. Graduate Students and USC Board of Director members cannot run for President, Vice-President Events, Vice-President Finance, or Vice-President of Communications.
- 7.4. Executive Elections must be completed by April 15th of the academic year.

8. FINANCES

- 8.1. Clubs must create and upload a yearly budget to Western Link by October 15 of the academic year.
- 8.2. Clubs are not permitted to run a deficit.
- 8.3. Two Signing authorities are required to authorize each purchase order or reimbursement; signing authorities are the President, Vice President Events, and Vice President Finance.
- 8.4. Any purchase must be approved via an event proposal before an item or service can be purchased.
- 8.5. Clubs must use their provided USC Bank Account for all transactions.
- 8.6. Only signing officers can access the USC Bank Account and general ledger.
- 8.7. Clubs must follow the Club's Finance Procedure for all other financial matters.

9. PHYSICAL AND DIGITAL ASSETS

- 9.1. All asset (for example, merchandise, equipment, website fees) purchases must be approved by submitting an event form prior to the purchase.
 - 9.1.1. No purchase shall be made until approval is received.
- 9.2. All assets are the property of the Club and, upon de-ratification, are assumed by the USC.
- 9.3. Clubs must maintain a list of assets purchased with club funds

10. EVENT PLANNING

- 10.1. All Clubs must submit an event proposal form for all online and in-person events.

10.1.1. Refer to the Club Event Approval Procedure for further details on submitting an event proposal.

10.2. All club events must be approved before the start of the event.

11. YEARLY CLUBS ACTIVITIES

11.1. The Clubs Department shall release a yearly calendar of significant dates by August 1st.

11.2. All clubs must complete the following list of yearly tasks.

11.2.1. Attend Clubs training.

11.2.2. Submit an annual budget by October 15th of the academic year.

11.2.3. Hold an annual general meeting (AGM).

11.2.4. Elect and Ratify the executive.

11.2.5. Review club constitution by November 15th of the academic year.

11.2.6. Hold four (4) general member events during the academic year.

11.3. Clubs who did not satisfy section 11.2 of this policy may be put on probation for one year at the discretion of the CGB.

11.3.1. While on probation, Clubs must fulfill the requirement of section 11.2 and any other stipulations outlined by the CGB. Failure to do so may result in de-ratification.

1. Notices of de-ratifications will be sent to all club members by the end of April each year.

12. MEETING MINUTES

12.1. Meeting minutes are required to be submitted to Western Link for any meetings that ratify the Executive Members of the Club, amend the club constitution, pass a resolution to make a donation of club funds and all annual general meetings.

13. CONFLICT OF INTEREST

13.1. Club executives can use twenty (\$20) dollars per year per executive as compensation for leading the club's activities.

13.2. No club executive or family member shall gain monetary compensation or other benefits outside the twenty (\$20) dollar limit stated in section 13.1.

Appendix 1

[Clubs Constitution Template](#)

Clubs Constitution Template

Authority: Board of Directors	Date Ratified: August 24th 2023
	Next Review Date: August 2026
Previous Amendments: April 1, 2010	
Related Document(s):	
Review Committee(s):	
Delegates:	

PREAMBLE

The following guideline details the function of a Club Constitution, and provides a template for drafting an acceptable Club Constitution.

1. DEFINITIONS

1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs Constitution Template.

1.1.1. **Annual General Meeting** is a meeting of the general club membership and club executive to review club finances, ratify executive, and discuss the clubs activities for the year

1.1.2. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.

1.1.3. **Club Policy** is a general term used to refer to all policies and procedures governing the clubs system as passed by the USC Board of Directors

1.1.4. **External Affiliations** is any group or people not part of the University Students' Council.

2. FUNCTION OF CLUB CONSTITUTIONS

2.1. A "Club Constitution" defines the unique mandate and organizational structure of a USC club. Each club is also subject to Clubs Policy, which further details policies and procedures that apply universally to all clubs.

2.2. Every club constitution and proposed club constitution must reflect the terms provided in Appendix 1: Club Constitution Template. Additional terms are permitted, provided they do not conflict with the template, or other USC Policies and Procedures.

2.3. The USC and the Clubs Governance Board will only refer to a club's Constitution filed with the USC Clubs Department and will make all decisions using that constitution.

2.4. Club constitutions must be amended and passed in accordance with the Clubs Constitutional Amendment Procedure.

3. TEMPLATE

3.1. Appendix 1 provides a template for a club constitution. **Highlighted** text in the template should be substituted with information unique to the club. *Italicized* text provides direction for what is expected in a Club's Constitution. These are intended as guidelines and should be edited out of the final document.

Appendix 1

CLUB CONSTITUTION TEMPLATE

This is a Schedule to the Club Constitution Guideline

The following terms and conditions must be reflected in each club Constitution.

CONSTITUTION OF **INSERT OFFICIAL NAME**

Ratified on **dd/mm/year**

Article 1 – Name

The club's official name will be "**INSERT OFFICIAL NAME**", and may be referred to as "**INSERT ACRONYM WHERE DESIRED**". No other name will be used in the advertisement or representation of the club.

Article 2 – Club Mandate

Your club mandate must illustrate the primary function and objective(s) of the club.

Do not define your club too narrowly or too broadly. It is important to note that your club will be held to its mandate and purpose. The activities of your club must reflect your mandate.

The club's mandate will be as follows:

1. A detailed list of objectives and goals of the club;
2. Strategies for attaining the objectives and goals of the club; and,
3. A vision statement articulating how the club will benefit the student experience of students at Western University.

Article 3 – Membership

1. All members, including executives, must pay **\$xx.xx** for a membership.
2. The club's membership is open to all undergraduate and graduate students at the University. The club's membership cannot be exclusive to any student or group of students at Western University;
3. All voting members of the Executive Committee must be undergraduate students.
4. Each club member shall abide by the following policies and procedures; Clubs Operating Policy, Clubs Code of Conduct, Club Constitution, USC's Harassment,

Discrimination, and Violence Prevention Policy and Procedure, the USC's Health and Safety Policy and Procedure and the Western University Code of Student Conduct.

Article 4 – Executive & Executive Responsibilities

There shall be an Executive Committee.

1. Collectively, the Executive Committee will ensure that the club's activities do not violate the USC's and the University's policies and procedures and municipal, provincial and federal laws;
2. No executive role can be filled by more than one person.
3. Members of the USC Board of Directors are not permitted to hold one of the Mandatory Club Executive roles.
4. Graduate students may not run for a position which has been assigned voting power.
5. There will not be less than **four (4)** executive members, at any time, that fulfill the following functions.

a. Mandatory Club Executives

A club is required to have at least four executive members with the delineated responsibilities in the Club Constitution Template. Additional responsibilities of any executive member are permitted. A club is permitted to select titles for the positions that are suitable and appropriate for the club, but the responsibilities of each position must be assigned to designated executive members.

A club is permitted to provide for additional executive members who are tasked with specific duties different than those outlined in the Club Constitution Template. Each new executive position must include responsibilities. Signing authority will only be assigned to the club President, Vice-President Events, and Vice-President Finance upon successfully completing the executive transition process. Clubs may decide to allow additional members of the executive committee to have voting power over internal club decisions. The four executives below must be given one vote.

i. The President will:

1. Oversee the other members of the executive in fulfilling their responsibilities;

2. Chair all meetings;
3. Hold one (1) vote in the Executive Committee;
4. Have USC Finance Office signing authority for the club; and,

ii. The Vice-President Communications will:

1. Record votes and minutes of all meetings;
2. Give or cause to be given notice of all meetings;
3. Hold one (1) vote in the Executive Committee.

iii. The Vice-President Events will:

1. Organize club programs, activities and events in accordance with its Constitution's mandate;
2. Have USC Finance Office signing authority for the club;
3. Be responsible for submitting event proposals through Western Link;
4. Hold one (1) vote in the Executive Committee.

iv. The Vice President Finance will:

1. Oversee all financial dealings of the club;
2. Keep complete records of all financial dealings of the club;
3. Have USC Finance Office signing authority for the club;
4. Hold one (1) vote in the Executive Committee.

b. Additional Non-Mandatory Club Executives are as follows;

i. Title of Vice-President

1. Responsibilities
2. Selection process: hired or elected
3. Optional: Hold one (1) vote in the Executive Committee.

This section can be duplicated as many times as needed to outline all non-mandatory club executives

6. Executives must pay the club's membership fee.
7. Each year the President, Vice-President Finance, Vice-President Events, and Vice-President Communications must attend Clubs Training.
8. All club executives must remain compliant with the following policies and procedures; Clubs Operating Policy, Clubs Code of Conduct, Club Constitution, Clubs and Faculty Council Event Approval Procedure, Clubs Election

Procedure, Clubs Finance Procedure, USC's Harassment, Discrimination, and Violence Prevention Policy and Procedure, USC's Health and Safety Policy and Procedure.

- a. Failure to remain compliant with the above policies and procedures may result in removal from an executive position by the Clubs Governance Board.
9. If the President is absent for an event or meeting, the following line of succession will be followed; Vice-President Finance, Vice-President Events, Vice-President Communications

Article 5 – Meetings

1. The club's quorum for meetings shall be fifteen (15) percent of the total membership. Meetings are held for the purpose of keeping the club executive accountable to the membership;
A club's quorum for meetings cannot be less than fifteen (15) percent.
2. At least three (3) general meetings shall be held during each school year, including the Annual General Meeting; and,
3. Meetings of the Executive Committee shall be held at regular intervals, and are for the purpose of running the club. Votes by the Executive Committee on club business shall be declared by a simple majority unless otherwise stated in Clubs Policy.

A minimum number of general meetings must be set out that is three (3) or greater. It is important that a definitive number of meetings is not set out; otherwise, the club will be required to hold that number of meetings annually. With a minimum number, more meetings may be held as time and scheduling permits.

Article 6 - Annual General Meeting

1. An Annual General Meeting shall be held at least once a year and provide members with the following information.
 - a. Approval of constitutional amendments
 - b. Update on the financial status of the club, including the current club bank account balance.
 - c. Ratify incoming executive members

- i. Not required if incoming executive members have already been ratified at a previous annual general meeting during the current academic year.
2. Minutes of the Annual General Meeting must be recorded and uploaded to Western Link

Article 7 – Elections

1. Elections shall be carried out in accordance with the executive election provisions in Clubs Election Procedure; and,
2. A successful candidate in a club executive election will be declared by a simple majority.

In addition to the election terms provided in Clubs Operating Policy and Clubs Election Procedure, the club's Constitution must state whether the successful candidate will be declared by a two-thirds (2/3) majority or a simple majority.

Article 8 – Amendments

1. Any amendments to this constitution must be made in accordance with the constitution amendment provisions in Clubs Constitutional Amendment Procedure.

Article 9 – Member Removal

1. Club members may only be removed from the membership by a simple majority vote in accordance with the member removal provisions of Clubs Operating Policy.

Article 10 – Refund Policy

A refund policy creates accountability within a club. Executive members must be honest with and accountable to general members, otherwise, those members may apply for a refund. In order to protect a club and a club's members, the circumstances under which a refund may be obtained may be time sensitive. If clubs want to permit membership fee refunds after October 31st, outline the timeline and process here. Student Organization Support staff will not be processing refunds after October 31st, and the club executive will handle all refunds after this date.

1. Refunds of membership fees are permitted until October 31st of the current academic year. Requests for refund can be made to the Student Organization Support staff.
2. Clubs refund process

Article 11 – Conflict Resolution

1. A club member or executive may only seek assistance or guidance from the Manager, Student Community after the member has attempted to resolve an issue with the executive members.

Article 12 – Agency Clause

Clubs are not authorized to enter into contracts or other dealings on behalf of the club or the USC. Clubs are not permitted to represent third parties that they have the authority to act on behalf of the USC. Clubs are not permitted to lead third parties, directly or indirectly, to believe that its beliefs, views or actions represent those of the USC.

1. **INSERT OFFICIAL NAME** is not an agent of the University Students' Council of Western University (the "USC"), and its views and actions do not represent those of the USC; and,
2. **INSERT OFFICIAL NAME** and its members are not permitted to sign contracts on behalf of the club or the USC.

Article 13 – External Affiliations

1. **INSERT OFFICIAL NAME** is externally affiliated with **INSERT OFFICIAL NAME OF EXTERNAL ORGANIZATION**.

Clubs Constitutional Amendment Procedure

Authority: Board of Directors	Date Ratified: August 24th 2023
	Next Review Date: August, 2026
Previous Amendments: April 30, 2015	
Related Document(s):	
Review Committee(s):	
Delegates:	

PREAMBLE

This document governs the procedures for making changes to a USC ratified club's constitution.

1. DEFINITIONS

- 1.1. The following list of definitions, regardless of capitalization will apply to the Clubs Constitutional Amendment Procedure.
 - 1.1.1. **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.
 - 1.1.2. **Person** or **Persons** shall refer to an individual, group of individuals, or corporate entity.
 - 1.1.3. **Club** or **USC Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification and De-Ratification Procedure.
 - 1.1.4. **Club Policy** is a general term used to refer to all policies and procedures governing the clubs system as passed by the USC Board of Directors
 - 1.1.5. **Executive** or **Executive Committee** shall refer to the Executive Committee of a Club as defined by the constitution.
 - 1.1.6. **General Members Meeting** or **General Meeting** is any meeting of club members that is not exclusive to the executive of the club.
 - 1.1.7. **Student Organizations Support Staff (SOS)** is the full-time permanent staff team that supports Clubs.

2. CONSTITUTIONAL AMENDMENT PROCEDURES

- 2.1. Clubs shall conduct a review of their constitution on a yearly basis.
- 2.2. Constitutions shall be drafted according to the format and content outlined in Clubs Constitution Template.
- 2.3. A copy of any ratified Club constitution shall be kept on file with the Student Organizations Support Staff. This shall be the official copy of the constitution and shall be held to be authoritative.
- 2.4. To trigger the constitutional amendment process, the following is required:
 - 2.4.1. Executives require 2/3rds majority vote (of the voting members of the Executive Committee) to initiate the review process; or,
 - 2.4.2. Club members are required to have support from 1/3 of the members to initiate the review process.
- 2.5. The existing constitution, a list of proposed amendments, and the date of the vote shall be advertised by the Executive Committee a minimum of 5 days before the vote takes place.
 - 2.5.1. If the club membership initiated the review process, the executive is responsible for publicizing amendments submitted by the membership.
- 2.6. Voting shall occur at a general members' meeting in person or via video conference.
 - 2.6.1. At the meeting where voting takes place, additional amendments may be presented for voting if $\frac{1}{3}$ of the meeting attendees support discussing the amendment;
 - 2.6.2. A quorum of fifteen percent (15%) of the Club's membership is required to vote in order to make any amendments valid; and,
 - 2.6.2.1. 2/3rds of meeting attendees are required in order for individual amendments to pass. Amendments may be voted on as a whole, or individually.
- 2.7. Any amendments to an existing constitution passed by the membership shall be submitted to the Manager, Student Community. Any and all changes from the existing text shall be clearly marked by highlight, italicization, and underline (e.g. *suggested amendment*), and any deleted text shall be struck through (e.g. ~~suggested deletion~~).
 - 2.7.1. The SOS will review club constitutions and provide a recommendation to the CGB

- 2.8. The Clubs Governance Board (CGB) shall review and vote on any proposed amendments to a Club's constitution. The CGB will consider any conflicts between the constitution and Clubs Policy and give special consideration to changes to a club's mandate.
- 2.9. If the CGB rejects a club's constitutional amendments, the CGB shall provide suggestions to the club to re-submit for approval.
- 2.10. A copy of any ratified amendments to a Club's constitution must be uploaded to Western Link. Meeting Minutes from the Annual General Meeting that constitutional amendments were passed must also be uploaded to Western Link. This updated constitution shall be the official copy of the constitution and shall be held to be authoritative.

Clubs Code of Conduct

Authority: Board of Directors	Date Ratified: August 24th 2023
	Next Review Date: August 2026
Previous Amendments:	
Related Document(s):	
Review Committee(s):	
Delegates:	

PREAMBLE

Below are the expectations of all members of the University Students Council (USC) Clubs Systems. This includes club executives and general members.

1. DEFINITIONS

1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs Code of Conduct.

1.1.1. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.

1.1.2. **Executive** or **Club Executive** are the leadership positions outlined in each club's constitution.

1.1.3. **Member** or **Members** are undergraduate or graduate students who have a paid membership in a club.

1.1.4. **University Students Council (USC)** is the undergraduate student union at Western University.

2. CODE OF CONDUCT

2.1. Respect and Inclusion:

2.1.1. Treat all members, executives, and guests with respect, regardless of their background, race, ethnicity, gender, sexual orientation, religion, or abilities.

2.1.2. Foster an inclusive and welcoming environment where everyone feels safe and valued.

2.2. Professionalism:

- 2.2.1. Act in a professional manner during club activities, meetings, and events, both on and off-campus.
 - 2.2.2. Uphold the reputation of the club, the USC and Western University by maintaining a high standard of integrity and ethical behaviour.
- 2.3. Attendance and Participation:
- 2.3.1. Attend club meetings, events, and activities regularly unless there are valid reasons for absence.
 - 2.3.2. Contribute actively to discussions, decision-making processes, and club initiatives.
- 2.4. Communication and Collaboration:
- 2.4.1. Communicate respectfully and effectively with fellow club members, executives, and stakeholders.
 - 2.4.2. Collaborate with others to foster a positive and productive club environment.
- 2.5. Compliance with USC and Western University Policies:
- 2.5.1. Ensure that club activities and events align with the policies and regulations set forth by the USC and Western University.
- 2.6. Financial Responsibility:
- 2.6.1. Manage club funds responsibly and transparently, ensuring proper documentation and adherence to USC Clubs Operating Policy and the Clubs Financial Procedure.
 - 2.6.2. Use club resources and funds solely for authorized club activities and purposes.
- 2.7. Conflict Resolution:
- 2.7.1. Resolve conflicts or disagreements in a respectful and constructive manner, seeking mediation or assistance when necessary.
 - 2.7.2. Strive to maintain a positive and harmonious club environment, promoting teamwork and cooperation.
- 2.8. Compliance with Laws and Regulations:
- 2.8.1. Abide by all local, national, and international laws and regulations during club activities, events, and trips.
 - 2.8.2. Seek appropriate permissions, licenses, and permits, when required, for club activities.

Clubs Ratification Procedure

Authority: Board of Directors	Date Ratified: August 24th 2023
	Next Review Date: August 2026
Previous Amendments: 2018; October 9, 2019; October 2021	
Related Document(s):	
Review Committee(s):	
Delegates:	

PREAMBLE

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

1. DEFINITIONS

- 1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs Ratification Procedure.
 - 1.1.1. **Academic Year** is defined as May 1st to April 30th of the following year.
 - 1.1.2. **Clubs Governance Board (CGB)** or **The Board** or shall refer to the Clubs Governance Board as the ratifying authority of this procedure.
 - 1.1.3. **Club** or **USC Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.
 - 1.1.4. **Day** or **days** shall refer to business days only and shall exclude statutory holidays and the USC winter closing period, the summer semester and any days the USC office is not operational.
 - 1.1.5. **Executive** or **Club Executive** are the leadership positions outlined in each club's constitution.
 - 1.1.6. **Person** or **persons** shall refer to an individual, group of individuals, or corporate entity.
 - 1.1.7. **Student Organizations Support Staff (SOS)** is the full-time permanent staff team that supports Clubs.

- 1.1.8. **USC Appeals Board** is a group of students and a practicing lawyer who are the final appeal options for clubs and election violations.

2. REQUIREMENTS FOR RATIFICATION

- 2.1. To be considered for ratification, a club must submit an application package consisting of the following:

- 2.1.1. **Written Statement:** A written statement, up to a maximum of three (3) pages single spaced that answers the following:

1. What is the objective or mandate of the club?
2. How is this club unique and distinct from existing USC Clubs or other USC Services?
3. Explain the physical, financial and other risks associated with the club.

- 2.1.2. **Executive List:** A list of students to fill the President, VP Events, VP Finance, and VP Communications roles of the club, as well as their Western University-provided email.

- 2.1.3. **Constitution:** A proposed club constitution that is drafted in accordance with the Club Constitution Template and is formatted the same or similar to the Club Constitution Template.

- 2.1.4. **Membership List:** A membership list containing at least fifty (50) current undergraduate and graduate student names, signature, Western University provided email address, and year of study, for those prepared to join the organization once ratified.

- 2.1.5. **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 and constitution. The budget should also list any anticipated revenue streams and how these monies will be spent.

- 2.1.6. **Description and Schedule of Events/Activities:** A detailed itinerary of at least four (4) proposed club events/activities planned for the academic year. The itinerary should include:

1. A description of the proposed events,
2. A brief explanation of how the event/activity will contribute to the mandate of the proposed student organization.

3. The mandatory AGM meeting will not be considered an event in this list.

2.1.7. External Affiliation Form: If the proposed club has any affiliation with an external organization as defined in the External Affiliation provisions of 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 also be made available on the USC website.

2.1.7.1. Clubs are not permitted to follow an external organization's rules and must ensure their operations align with the Clubs Operating Policy and the Clubs Constitution.

2.1.7.2. Clubs are not permitted to use an external affiliations bank account or other financial resources without a sponsorship agreement as outlined in Section 7 of the Clubs and Faculty Council Event Approval Procedure.

2.2. The application package must be submitted online via the Clubs Application Centre Link.

2.3. Students submitting an application may meet with the Student Organization Support team to ensure a complete application has been submitted.

2.3.1. This assistance does not guarantee that the organization will be ratified.

2.4. The CGB shall not ratify a club with any of the following conditions;

2.4.1. A club's mandate is to fundraise and/or support a specific charity.

2.4.2. A club's mandate is students mentoring other students.

2.4.3. A club's mandate is to teach, train, or tutor any specific academic skills, academic content or other relevant material

2.4.4. A club's mandate or purpose to mobilize or recruit volunteers on behalf of any organization

2.4.5. The Club has the same name or mandate as a club that has been de-ratified over the past twelve (12) months.

2.4.6. The club cannot duplicate a service already provided by the USC or Western University,

2.5. Feasibility

2.5.1. The Club must be able to demonstrate that it has a feasible model of operations.

2.5.2. The Club's operations must be within the limits of the USC's insurance.

2.6. If an application is deemed incomplete, applicants may receive notification from the Student Community Manager providing an opportunity to re-submit a completed application. Applications must be re-submitted within five days in order to be considered. Otherwise, the original application will be the only one considered.

3. DEADLINE FOR RATIFICATION APPLICATIONS

3.1. New club applications shall be accepted during the following dates;

3.1.1. September 15 to October 15 of each academic year with a decision on the application returned by the Clubs Governance Board by January 15 of the same academic year the application is submitted.

3.1.1.1. Clubs who are ratified by January 15th and want to begin club operations in the current academic year have two weeks to secure 30 paid membership or,

3.1.1.2. Clubs ratified by January 15th can defer their start to September of the next academic year.

3.1.2. October 16 to November 30 with a decision on the application returned by the Clubs Governance Committee by March 1st of the current academic year

3.1.2.1. Clubs who are ratified by March 1st will begin operations until September 15th of the next academic year.

3.1.2.2. Memberships for clubs ratified by March 1st cannot be sold until September 15th of the following academic year.

3.2. Applicants for new club status can submit their application for review with the Student Organization Support team no later than ten (10) days before the deadline.

4. DECISION

4.1. CGB shall review and decide on all new club ratifications by March 1st.

4.2. CGB will share their written decision and rationale for their decision with the applicant five (5) days after March 1st.

5. APPEAL

5.1. If a club believes that the proper ratification process was not followed, they can appeal the decision to the USC Appeals Board.

5.2. All requests for appeals must be received five (5) days after the release of the decision.

Clubs De-Ratification Procedure

Authority: Board of Directors	Date Ratified: August 24th 2023
	Next Review Date: August 2026
Previous Amendments:	
Related Document(s):	
Review Committee(s):	
Delegates:	

PREAMBLE

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

1. DEFINITIONS

- 1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs De-Ratification Procedure
 - 1.1.1. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.
 - 1.1.2. **Clubs Governance Board (CGB)** is the group of students who governs the clubs' community on campus by enforcing and overseeing policies and procedures to ensure fairness in the clubs' culture.
 - 1.1.3. **Club Policy** is a general term used to refer to all policies and procedures governing the clubs system as passed by the USC Board of Directors.
 - 1.1.4. **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.
 - 1.1.5. **External Organization** or **External Affiliation** is any group or people not part of the University Students' Council.
 - 1.1.6. **General Member Meeting** or **General Meeting** is any meeting of club members that is not exclusive to the executive of the club.
 - 1.1.7. **USC Appeals Board** is a group of students and a practicing lawyer who are the final appeal options for clubs and election violations.

2. DE-RATIFICATION PROCEDURE

- 2.1. A simple majority vote of the Clubs Governance Board is required to de-ratify a club.
- 2.2. Circumstances, where de-ratification may be considered, include, but are not limited to:
 - 2.2.1. the Club does not have thirty (30) members;
 - 2.2.2. the Clubs Governance Board deems the Club to be dormant due to a lack of activity and/or programming, less than three (3) general member meetings are held per academic year, or less than one (1) Club event is held per semester;
 - 2.2.3. the relationship between the Club and its external organization makes it impossible for the Club to follow USC and University governing documents or USC Clubs Policy;
 - 2.2.4. the Club demonstrated an inability to maintain financial stability or a positive financial account balance;
 - 2.2.5. the Club consistently disregards requests for action or inaction made by the USC or the Clubs Governance Board;
 - 2.2.6. the Club engaged in egregious conduct as provided for in the Community Standards Policy, or Western University's Code of Student Conduct;
 - 2.2.7. the Club consistently violated or has, at the USC's or Clubs Governance Board's discretion, committed a serious violation of USC policies, procedures and other governing documents;
- 2.3. A Club that has been de-ratified will have its account closed, and any money in the account will be used for Clubs Training.
- 2.4. Any financial obligations that were approved prior to de-ratification will be honoured.
- 2.5. Any Club assets or supplies in a locker or in office space will become the property of the USC.
- 2.6. An organization that has been de-ratified may appeal the decision of the Clubs Governance Board to the USC Appeals Board within 5 days of being informed of the decision.

Clubs and Faculty Council Event Approval Procedure

Authority: Board of Directors	Date Ratified: August 24th 2023
	Next Review Date: August 2026
Previous Amendments:	
Related Document(s):	
Review Committee(s):	
Delegates:	

PREAMBLE

Below is the process to receive approval for Clubs Events within the Western University Students' Council clubs system. For further detailed information on running specific events (for example, fashion shows or campfires), please refer to Appendix 1.

To access the USC insurance, faculty councils can choose to follow the processes in this document to receive event approval.

1. DEFINITIONS

- 1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs and Faculty Council Event Approval Procedure
 - 1.1.1. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.
 - 1.1.2. **Club Event** or **Event** any gathering of club members to engage in or discuss club activities that achieve the mandate of the club.
 - 1.1.3. **Club Executive** or **Executive** are the leadership positions outlined in each club's constitution.
 - 1.1.4. **Club Members** or **General Club Membership** are undergraduate or graduate students who have a paid membership in a club.
 - 1.1.5. **Club Policy** is a general term used to refer to all policies and procedures governing the clubs system as passed by the USC Board of Directors.

- 1.1.6. **Event Organizer** is the club executive member who submitted the event proposal on Western Link
- 1.1.7. **General Meeting** is any meeting of club members that is not exclusive to the executive of the club.
- 1.1.8. **Hospitality Services** is the USC department that is responsible for the Spoke and Rim Tavern, The Wave, and all catering conducted by the USC.
- 1.1.9. **Security staff** are hired professionals with an Ontario Security Guard Licence.
- 1.1.10. **Signing Officer** is an executive member who can authorize the use of Club Funds.
- 1.1.11. **Student Organizations Support Staff** is the full-time permanent staff team that supports Clubs.
- 1.1.12. **UCC or University Community Center** is a building on the Western University Campus by the same name.
- 1.1.13. **University Students Council or USC** is the undergraduate student union at Western University.
- 1.1.14. **Western Link** is the online platform used to submit club event forms and other administrative functions.

2. EVENT PROPOSALS

- 2.1. All Clubs shall submit an event proposal to the Student Organizations Support Staff through WesternLink before holding any event, including general and executive meetings.
 - 2.1.1. All event proposals must include all details of the planned event.
- 2.2. Only signing officers of the club can submit event proposals.
- 2.3. All event proposals shall be submitted using the following timelines:
 - 2.3.1. Meetings, tables, and simple events – must be submitted a minimum of three (3) business days prior to the date of the event.
 - 2.3.2. Events with advertising, budgets, and display materials – must be submitted a minimum of five (5) business days prior to the date of the event.
 - 2.3.3. Events with security, performers, contracts, venue rentals, bar events, and ticket sales – must be submitted a minimum of ten (10) business days prior to the date of the event.

- 2.3.4. Trips within Canada – must be submitted a minimum of fifteen (15) business days prior to the date of the event.
- 2.3.5. Trips to the United States of America must be submitted a minimum of twenty (20) business days prior to the event.
- 2.4. All event proposals shall require approval by the Student Organizations Support Staff before the event may be held.
- 2.5. Failure to submit an event proposal or holding an event where the proposal for said event has been rejected shall result in potential sanctions of the Club and/or Club members.
- 2.6. The Student Organizations Support Staff shall provide online Waivers to Clubs as deemed necessary from the Club's event proposal. These online forms must be completed a minimum of 48 hours prior to the event taking place. It is the responsibility of the event organizer to ensure all participants complete the online waiver before the event. Event organizers must ensure only students who filled out the waiver attend the event.
- 2.7. The USC and the Student Organizations Support Staff reserve the right to approve or deny any event proposal, in whole or in part, at their own discretion.

3. SECURITY & ALCOHOL

- 3.1. All Club events must comply with Western University's policy 1.33 – Campus Alcohol Policy.
- 3.2. If deemed necessary, the Student Organizations Support Staff shall book professional security staff for Club events.
 - 3.2.1. Security staff shall be booked based on the number of attendees expected for the event as detailed in the event proposal.
 - 3.2.2. For high-risk events not serving alcohol, the Student Organization Support Staff can require security to be present.
 - 3.2.3. Student Organization Support staff shall work with the event organizers to determine proper security coverage.
 - 3.2.4. The Club hosting the event shall be billed for the cost of the security staff.
 - 3.2.4.1. Student Organizations Support staff will provide a quote of security costs once the event proposal is reviewed.
 - 3.2.5. Security staff will arrive thirty (30) minutes prior to the event start and shall stay for the duration of the event.

- 3.2.6. Security staff shall be paid for a minimum of three (3) hours, even if the duration of the event is shorter.
- 3.3. At licensed events where alcohol is being consumed, security staff shall ask for photo identification from all guests before entering the venue.
 - 3.3.1. Where the event is classified as an all-ages event, security staff shall issue wristbands to those of legal drinking age. Costs of wristbands shall be charged to the Club hosting the event. Only security staff or venue staff are permitted to issue wristbands
 - 3.3.2. Where the event is intended for people over the age of 19, security staff shall only allow attendees who are 19 or older to enter the venue.
 - 3.3.3. Security staff reserve the right to refuse entry to anyone who appears intoxicated or otherwise impaired.
- 3.4. Clubs hosting an event with alcohol service shall be permitted to distribute one (1) complimentary drink ticket per attendee of legal drinking age.
 - 3.4.1. Drink tickets shall only be distributed by the venue or security staff at the entrance to the venue.
 - 3.4.2. Only one (1) drink ticket may be redeemed by any individual.
 - 3.4.3. The cost associated with drink tickets shall be charged back to the club.
- 3.5. Clubs shall not be allowed to hold any event that serves alcohol at a private residence.

4. TRAVEL

- 4.1. Public transportation is recommended, where possible, for Clubs wishing to travel less than 250 kilometres from London. If not feasible, members are permitted to find alternate transportation. These members must sign the "Assumption of Risk Waiver" acknowledging the risk and are indemnifying the USC of any liability for their transportation.
- 4.2. Clubs wishing to travel more than 250 kilometres from London must use a professional transportation service.
- 4.3. Clubs wishing to travel to areas outside of Canada must submit a detailed itinerary with the event proposal. Approval of such travel is dependent upon the USC's insurers.
- 4.4. All Club members taking part in an event that requires travel must complete an online waiver.

- 4.5. Clubs that require a professional transportation service shall choose from the USC Student Organization Support preferred vendors list.
- 4.6. The USC and the Student Organizations Support Staff reserve the right to place additional restrictions on Club travel at their own discretion.

5. FOOD REGULATIONS

- 5.1. All food being served/sold must comply with Middlesex London Health Unit safety standards of handling, preparation, and serving.
- 5.2. Food is not to be prepared during or at an event, except for cases where the event is being held at a restaurant or other dining establishment.
- 5.3. Events being held in the University Community Center shall be subject to food restrictions as determined by the USC Student Organization Support, Food and Beverage or USC Reservations. Events being held on the University campus or in any building affiliated with the University other than the University Community Center shall be subject to food restrictions as determined by Hospitality Services. Applications for such events shall be filed with Hospitality Services thirty (30) days before the event (in addition to the event proposal submitted to the Student Organizations Advisors).

6. CHARITY INITIATIVES

- 6.1. All Clubs seeking to hold a charity initiative shall only raise funds for charities with a registered charity number indicating that the charity is a Registered Canadian Charity.
- 6.2. All Clubs seeking to hold a charity initiative shall provide a letter from their chosen charity indicating the charity's registered charity number, confirmation of the charity's support of the event, and contact information for the charity.
- 6.3. Clubs shall not place donation boxes of any sort in any campus location for the purpose of fundraising.
- 6.4. Clubs shall not conduct raffles of any sort unless the Ontario Lottery and Gaming Commission has given written permission.
- 6.5. Clubs shall not use funds obtained as a grant from the USC or another organization for the purposes of making a charitable donation.
- 6.6. All funds raised as part of a charity initiative shall be deposited into the Club's Bank Account with the USC on the first business day following the event.

7. SPONSORSHIP AND CO-PROMOTION

- 7.1. Club sponsorship and co-promotion must:
 - 7.1.1. Be consistent with the interests and image of the USC.
 - 7.1.2. Be consistent with the USC's By-laws, Policies, and Procedures.
 - 7.1.3. 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.
 - 7.1.4. Be consistent with Western University Policies and Procedures.
- 7.2. 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.
- 7.3. 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).
- 7.4. All sponsorship or co-promotion agreements must be approved in advance of signature by the USC's Student Organizations Support Staff.
 - 7.4.1. The USC reserves the right to approve or deny any sponsorship or co-promotion agreement proposed by a Club as it sees fit.

8. PERMISSION FOR TRADEMARK AND COPYRIGHTED MATERIALS

- 8.1. Any club wishing to incorporate the USC's logo in any sign, letter, invoice statement, email correspondence, poster, or other item must submit a request for such use to the USC Vice-President Communication and Public Affairs.
 - 8.1.1. Approval is at the discretion of the USC Vice-President Communication and Public Affairs, if approved, approval shall be provided to the club in writing.
- 8.2. A club must seek the necessary approval for the use of any name, logo or design belonging to another individual, institution, company, partnership, or organization from the entity that has the rights to the name, logo, or design.
 - 8.2.1. The club must submit proof of approval to the Student Organizations Support Staff upon request.
- 8.3. A club must seek the necessary approval for the use of any copyrighted materials, such as movies or video clips, belonging to another individual, institution, company, partnership, or organization from the entity that has the rights to the copyrighted material.
 - 8.3.1. Approval for copyrighted material shall be provided in writing and submitted to the Student Organizations Support Staff prior to the use of the copyrighted material.

8.3.2. Clubs shall not charge an entrance fee of any kind for the screening of copyrighted materials. This includes but is not limited to selling tickets, taking donations, and selling Club merchandise or food.

9. CODE OF STUDENT CONDUCT APPLICATION

9.1. All events held and/or actions taken by a Club shall be subject to the Western University Code of Student Conduct.

9.2. For the purposes of application, Clubs shall be held to be interchangeable with "Student" as defined in the Western University Code of Student Conduct.

9.3. A Club event and/or action shall be considered to be a USC-approved event/action and shall be accorded the same interpretation as a "University-sponsored program, event, or activity" as defined by the Western University Code of Student Conduct.

9.3.1. This interpretation shall apply in addition to University-sponsored programs, events, or activities and not in the place of.

9.4. A Club event and/or action shall be considered to be an authorized activity when it receives final approval from the Student Organizations Support Staff, and not at any point prior to final approval.

Appendix 1

[Club Event Best Practice 2023](#)

Clubs Election Procedure

Authority: Board of Directors	Date Ratified: August 24th 2023
	Next Review Date: August 2026
Previous Amendments:	
Related Document(s):	
Review Committee(s):	
Delegates:	

PREAMBLE

Below is the election procedure that all clubs must follow when selecting their Executive Members.

1. DEFINITIONS

- 1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs Election Procedure
 - 1.1.1. **Academic Year** is defined as May 1st to April 30th of the following year.
 - 1.1.2. **Affiliated** or **External Organization** is any group or people not part of the University Students' Council
 - 1.1.3. **Candidate** is a club member seeking election to a leadership position.
 - 1.1.4. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure.
 - 1.1.5. **Clubs Week** occurs each year during the month of September with specific dates being confirmed by the SOS.
 - 1.1.6. **Chief Returning Officer (CRO)** is the student responsible for administering the election.
 - 1.1.7. **Day** or **days** shall refer to calendar days.
 - 1.1.8. **Student Organization Support (SOS)** is the full-time permanent staff team that supports Clubs.
 - 1.1.9. **Western Link** is the online platform used to submit club event forms and other administrative functions.

2. CHIEF RETURNING OFFICER (CRO)

- 2.1. All Club Elections shall be overseen by an impartial Chief Returning Officer (CRO).

2.2. The CRO shall be selected by means of a $\frac{3}{4}$ vote by the club executives by the end of February.

2.3. The CRO cannot be a candidate in the election.

2.4. In the event that SOS loses confidence in the CRO, SOS shall have the right to take over the administration of the election or require a new CRO to be elected.

3. ELECTION PROCESS

3.1. Nominations

3.1.1. The CRO will notify all club members of the beginning of the nomination period, the length of the period and the positions available.

3.1.2. The nomination period shall be at least five (5) days in duration.

3.1.3. All nominations must be submitted as an email to the Club's CRO within the designated nomination period. A member may rescind their nomination at any point.

3.2. Campaign

3.2.1. The CRO will notify the club members of the nominees and the campaign period.

3.2.1.1. The campaign period shall be at least three (3) days in duration.

3.2.2. Candidates may only campaign to Club members. No campus-wide campaigning is permitted.

3.2.3. No external organization shall be permitted to attempt to influence the outcome of an election.

3.2.4. Each candidate will have time to address the Club membership at a general membership meeting, separate from a club's Annual General Meeting, during the campaign period prior to voting taking place.

3.2.5. Candidates shall not be permitted to cross-campaign with other candidates.

3.3. Voting

3.3.1. Voting must be held online via WesternLink.

3.3.2. Fifteen percent (15%) of the Club's membership is required to vote in order to make the Election valid.

3.3.3. Each Club member is entitled to one (1) vote in the election of each position.

3.3.4. The voting period shall be at least twenty-four (24) hours.

3.3.5. The voter's list will include all members who joined the club previous to January 31st of the current academic year.

3.3.5.1. The voter's list will be obtained from the Student Organizations Support Office.

3.3.6. Members can run for multiple positions during each election period, and if successfully elected two both they must select a single position.

3.3.7. If the successful candidate declines an executive position, the runner-up in the election will be considered the successful candidate.

3.3.8. Club Executives shall be elected in the following order:

1. President
2. Vice-President Events
3. Vice-President Finance
4. Vice-President Communications

3.3.9. The CRO will prepare a ballot for each position listing the candidates in alphabetical order by last name.

1. If a candidate is running unopposed the ballot must include a non-confidence option.

3.3.10. The CRO shall create ballots for all non-mandatory executive positions as outlined in the clubs constitution that are selected by an election.

3.3.11. All ballots must include an abstain option.

3.3.12. The CRO will notify the club members when the voting period is to begin and end and will provide them with the link to the ballots.

3.3.13. The SOS office will review the election results to ensure a valid vote occurred.

1. In the event of an invalid vote the SOS office will advise on the next steps to ensure a valid election.

3.4. By-Elections

3.4.1. Should a Club Executive position become vacant over the course of the academic year, a by-election shall be held at the earliest convenience.

3.4.2. Should a Club Executive position not be filled in the Spring Election, a by-election shall be held in the fall after Clubs Week.

4. FAIR ADMINISTRATION OF ELECTIONS

4.1. Executive Neutrality

4.1.1. Incumbent Club Executives may run for re-election as club executives, provided that they take a leave of absence from their role from the close of nominations to the end of balloting. However, they may not use any privileges of their office to benefit them in their election.

4.1.2. All persons taking a leave of absence from their roles shall notify the CRO before the close of the nomination date. The CRO shall send a list of all those who have taken a leave of absence along with the list of candidates in an email.

4.2. Any candidate may request a voters list from the CRO, which the CRO must give in the same format to all candidates.

4.3. Candidates may not solicit the support of the current Club Executive or the CRO as part of a campaign team or to assist the candidate in any manner.

Clubs Finance Procedure

Authority: Board of Directors	Date Ratified: August 24th 2023
	Next Review Date: August 2026
Previous Amendments:	
Related Document(s):	
Review Committee(s):	
Delegates:	

PREAMBLE

Cubs must maintain good financial standing, and club executives can review their general ledger to ensure financial records are accurate.

1. DEFINITIONS

1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs Finance Procedure.

1.1.1. **Academic Year** is defined as May 1st to April 30th of the following year.

1.1.2. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification Procedure

1.1.3. **Clubs Governance Board (CGB)** is the group of students who governs the clubs' community on campus by enforcing and overseeing policies and procedures to ensure fairness in the clubs' culture.

1.1.4. **Clubs Week** occurs each year during the month of September with specific dates being confirmed by the SOS.

1.1.5. **Club Event** or **Event** any gathering of club members to engage in or discuss club activities that achieve the mandate of the club.

1.1.6. **External Affiliation** or **External Organization** is any group or people not part of the University Students' Council.

1.1.7. **Student Organization Support (SOS)** is the full-time permanent staff team that supports Clubs.

1.1.8. **Western Link** is the online platform used to submit club event forms and other administrative functions.

2. GENERAL CLUB FINANCE PROCEDURES

- 2.1. **Annual Budget submission** - each club must submit their annual budget to include the carryover balance from the previous year and budget for incoming membership and event budgets. All budgets must be submitted to WesternLink by October 15th of the academic year.
- 2.2. **Finance audit** - clubs may be randomly selected to be audited by the Clubs Governance Board. The club can provide additional information but is not required to submit personal or private financial information.
- 2.3. **External Affiliation Bank Accounts** - clubs cannot use their external affiliation for financial transactions. External affiliations cannot review club general ledgers or financial records.
- 2.4. **Donations to a USC Club** - donations to clubs will not be issued a tax receipt. Donations can be received by cheque, e-transfer or online payment.
- 2.5. **Donations by a USC Club** - No club can donate more than 30% of their current bank account balance unless they receive approval from the Student Organization Support team at the direction of the Manager, Student Community.
- 2.6. **Club Membership** - club memberships can be purchased starting from September 1 until January 31 of the academic year. Membership prices must be set prior to Clubs Week and be outlined in the Clubs Constitution.
- 2.7. **Purchase Orders** - if a vendor accepts purchase orders, the USC will create a purchase order which can be authorized by two signing officers for future invoicing and payment.
- 2.8. **Club Membership Fee Refunds** - Refunds requested before October 31st shall be granted and processed by the Student Organization Support staff. Each club can create in their constitution a refund process for requests received after October 31st.
- 2.9. **USC Bank Account** - each USC club will be provided with a USC bank account and account number.
- 2.10. **General Ledger** - the financial records of each club coincides with the USC fiscal year June to May; signing officers may request to view the general ledger

2.11. **Signing Officer** - each club has three signing officers: President, VP Finance, and VP Events. These signing officers are granted signing authority to sign off on Request for Payment reimbursements, deposits into the club bank account, purchase orders created by USC finance, reservations, and USC Food and Beverage catering.

2.11.1. A signing officer cannot sign off on reimbursement requests when they are listed as the payee.

3. EVENT FINANCIAL PROCEDURES

3.1. **Event Budget submission** - an event budget must be submitted in the event proposal if there will be purchases for reimbursement or incoming revenue. This will include non-physical and virtual events such as merchandise, website fees, or marketing materials.

3.1.1. Event proposals are submitted through WesternLink.

3.2. **Reimbursements** - A completed reimbursement submission includes: a Request for Payment form completed and signed by two signing officers, and receipts or documents. Should the Payee be one of the signing officers, the other two signing officers will authorize the reimbursement.

3.2.1. Reimbursements are reviewed and processed from approved event proposals.

3.2.2. Completed reimbursement submissions can be submitted by email or dropped off in person with original receipts. Reimbursements will be processed by cheques or e-transfers.

3.2.3. Reimbursement process - reimbursements submitted by Tuesday before 4 pm will have cheques ready for pick up or mailed the same Friday. Reimbursements submitted after this time will be processed the following week.

3.3. **Deposits** - cash or cheques will be deposited in person at the USC finance office.

3.3.1. A receipt is given to the depositor and the deposit will be posted to the next business day.

3.3.2. Deposits - clubs can deposit cheques and cash during business hours at the USC finance office.

3.4. **Online purchases** - clubs can request a USC storefront or square reader for digital sales that the IT department will set up. Third-party portals are not permitted.

3.4.1. Requests for USC storefronts or square readers must be received two weeks before the event

3.4.2. Requests for square readers will be honoured on a first-in and first-out system. The USC has limited square readers and will not be able to honour all requests.

3.5. **Cash sales** - clubs are permitted to accept cash for sales which will be deposited into the USC bank account. E-transfers between personal bank accounts are not permitted. Cash for prizes is not permitted.

Club Hearings and Sanctions Procedure

Authority: Board of Directors	Date Ratified: August 24, 2023
	Next Review Date: August 2026
Previous Amendments: April 30, 2015; 2013	
Related Document(s):	
Review Committee(s): Clubs Governance Board	
Delegates: Associate, Clubs	

PREAMBLE

This document governs the procedures for submission, hearing, and resolution of complaints within the USC Clubs system.

1. DEFINITIONS

1.1. The following list of definitions, regardless of capitalization, will apply to the Clubs Finance Procedure.

1.1.1. **CGB** shall refer to the Clubs Governance Board as the superior authority of this Procedure.

1.1.2. **Chair** shall refer to the Chair of the Clubs Governance Board as set in the governing statute of the Committee.

1.1.3. **Club** shall refer to an organization that has been ratified by the USC in accordance with the Club Ratification and De-Ratification Procedure.

1.1.4. **Club Policy** is a general term used to refer to all policies and procedures governing the clubs system as passed by the USC Board of Directors

1.1.5. **Executive** or **Executive Committee** are the leadership positions outlined in each club's constitution.

1.1.6. **Day** 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.

1.1.7. **Person** shall refer to an individual, group of individuals, or corporate entity.

1.1.8. **Petitioner** is the person submitting a complaint.

1.1.9. **Respondent** is the person or club that is the subject of a complaint.

1.1.10. **USC Appeals Board** is a group of students and a practicing lawyer who are the final appeal options for clubs and election violations.

2. SUBMITTING A COMPLAINT

2.1. The Clubs Governance Board will start investigating a club upon receiving a complaint.

2.2. A complaint shall consist of the following:

2.2.1. The name of the Club.

2.2.2. The name of the complainant.

2.2.3. The date of the alleged violation.

2.2.4. The section(s) of Clubs Policy and Procedure that the Club has allegedly violated.

2.2.5. Documentation or other material that substantiated the alleged violation.

2.2.6. Any other relevant information.

2.3. All complaints must be submitted to the Manager, Student Community, within twenty (20) days of the alleged violation being discovered.

3. JURISDICTION

3.1. Upon receipt of a complaint, the Manager, Student Community, will review the complaint and determine if the allegation would satisfy the scope of the Discrimination Harassment and Violence Policy.

3.1.1. If the allegation satisfies the scope of the Western University Code of Student Conduct. The Manager, Student Community will be provided with the information needed to submit a complaint under the Western University Code of Student Conduct

3.1.1.1. If the allegation satisfies the Western University Code of Student Conduct, the CGB will take no further action on the allegation.

3.1.2. If the allegation satisfies the scope of the Discrimination Harassment and Violence policy then the investigation will follow the Clubs Discrimination Harassment and Violence Reporting procedure.

3.1.2.1. The results of the investigation under the Clubs Discrimination Harassment and Violence Reporting procedure will be binding, and the results of the investigation will be communicated to the CGB and SOS.

3.1.3. If the allegation does not satisfy the scope of the Discrimination Harassment and Violence policy the investigation will follow the steps outlined below.

4. PRELIMINARY INVESTIGATION PROCEDURE

- 4.1. The Student Organization Support team, at the direction of the Manager, Student Community, will develop an investigation file with the following information:
 - 4.1.1. All Complaint information as outlined in section 2.2 of this procedure.
 - 4.1.2. Any previous investigations regarding this club.
 - 4.1.3. Provide any relevant precedent from previous similar investigations.
 - 4.1.4. A report outlining any context that may be useful for the CGB to review.
 - 4.1.5. Recommend if the violation warrants any sanctions or de-ratification.
- 4.2. The CGB will review the investigation file and determine if the complaint warrants an investigation and hearing with the CGB.
- 4.3. The CGB will notify the club in question and its membership if a complaint will be investigated no more than five (5) days after receipt of the investigation file from the Manager, Student Community.
 - 4.3.1. This notification shall contain the information of the complaint under section 2.2.
- 4.4. The Executive Committee of the Club shall be given five (5) days to submit a written response to the complaint to the Chair of the Clubs Governance Board.
 - 4.4.1. If the club executive committee does not respond within five (5) days the investigation will proceed to the next step without the club submission.
- 4.5. The Clubs Governance Board shall be guided by Clubs Policy and Procedure in adjudicating alleged violations and may seek the assistance of any source of relevant information.
- 4.6. The Clubs Governance Board shall deem the Club to have committed the violations in the following circumstances:
 - 4.6.1. It can be demonstrated that the Club violated sections of Clubs Policy and Procedure.
 - 4.6.2. It can be demonstrated that the Club violated USC and/or University governing documents.

- 4.6.3. It can be demonstrated that a Club misused or abused a USC service or privilege.
- 4.7. If, as a result of the preliminary investigation the CGB can determine an allegation is factual and warrants sanctions they will communicate that decision to the club in question. The CGB will proceed to Section 6 of this procedure to determine the proper sanction.
 - 4.7.1. If the CGB has reached a decision during the preliminary investigation they must notify the club in writing of their decision and rationale within five (5) days.
- 4.8. If, as a result of the preliminary investigation the CGB determines they need more information to reach a decision the CGB will follow the steps in Section 5 of this procedure.
 - 4.8.1. If the CGB determines that more information is required they will notify the club that the preliminary investigation has concluded and provide a hearing date following the timeline in section 5.1.

5. JUDICIAL HEARING PROCEDURE

- 5.1. If the CGB determines a complaint is worth further investigation, an oral hearing will be scheduled five (5) to ten (10) days after the completion of the preliminary investigation.
- 5.2. The oral hearing will follow the below procedure.
 - 5.2.1. Submissions of Parties
 - 1. Both the Petitioner and Respondent shall be required to submit their written submissions prior to the oral hearing.
 - 2. Written submissions shall be drafted according to a template which shall be made available to the Parties.
 - 3. Written submissions must be submitted 48 hours before the start of the scheduled hearing.
 - 5.2.2. Preliminary Conferences
 - 1. The Committee may meet with both parties to discuss the following before a hearing is completed.
 - a. agreement on non-contentious facts of the dispute;
 - b. explanation of hearing procedures, and;
 - c. setting a date for the hearing.
 - 5.2.3. Witnesses
 - 1. The committee, the petitioner or the respondent can request witnesses present at the hearing.

2. Request for witnesses must be received seventy-two (72) hours before the hearing begins.
3. All witnesses should be notified of the hearing date, time and location no less than 48 hours before the hearing.

5.3. Rights

- 5.3.1. Hearings shall be open to the public.
- 5.3.2. The Chair may order the removal of anyone from a hearing if the Chair decides that they are being disruptive, threatening or offensive.
- 5.3.3. The Committee, or a designate thereof, may record the hearing for the purposes of taking and publishing minutes.
- 5.3.4. The Committee may, at their discretion, modify the general oral hearing procedure as they see fit.
- 5.3.5. A copy of the procedures shall be provided to the participants no less than forty-eight (48) hours prior to the hearing.
- 5.3.6. A sample procedure for the oral hearing shall be found in Appendix 1.

5.4. Release of Decision

- 5.4.1. The committee can take a short break to determine if a decision can be made immediately.
- 5.4.2. The committee can release their decision at the end of the hearing, or the committee can end the hearing and withhold its decision until the committee has had time to discuss it further.
- 5.4.3. The Chair of the Clubs Governance Board shall release its written decision within five (5) days of the hearing.
- 5.4.4. Written notice shall consist of the decision, reasons for the decision, and any applicable sanctions.
- 5.4.5. All documentation, including the notice of the decision, shall be kept on file with the Student Organizations Support Staff and posted to the USC website.
- 5.4.6. The Chair of the Clubs Governance Board shall ensure that all parties to the complaint are supplied with this policy, as well as any other policies relevant to Club Hearings and Sanctions.

6. SANCTIONING PROCEDURE

- 6.1. A Club found to have committed an alleged violation may be sanctioned as deemed appropriate by the Clubs Governance Board.
- 6.2. The Clubs Governance Board shall determine the severity of sanctions. Criteria may include but are not limited to the following:
 - 6.2.1. the type of violation;
 - 6.2.2. the Club's level of responsibility, including any action taken by the Club to mitigate the violation;
 - 6.2.3. the Club's intent prior to and while committing the violation;
 - 6.2.4. the persistence of the violation;
 - 6.2.5. the Club's prior history of committing violations;
 - 6.2.6. the harm caused by the violation; or
 - 6.2.7. the level of remorse demonstrated by the Club.
- 6.3. Sanctions may include but are not limited to the following:
 - 6.3.1. a written warning;
 - 6.3.2. prohibition from exercising certain privileges afforded the Club by the USC;
 - 6.3.3. probation, such that any further violation would result in further sanctions or de-ratification;
 - 6.3.4. discipline or removal of individual Club member or Executive;
 - 6.3.5. freezing of financial accounts of the Club;
 - 6.3.6. de-ratification of the Club; or
 - 6.3.7. financial penalties, in accordance with section 6.6, hereinafter.
- 6.4. Any or all of the aforementioned sanctions as under section 6.3 may be carried out by the Manager, Community Programs.
- 6.5. Where de-ratification is the selected course of action, the Clubs Governance Board shall proceed according to the Clubs De-Ratification Procedure.

- 6.6. When a Club is sanctioned with financial penalties, it is encouraged that the following guidelines are followed:
- 6.6.1. Club financial penalties are to be applied based on the severity of the offence.
 - 6.6.2. Financial penalties should not exceed 10% of the largest account balance held by the Club over the previous twelve (12) months.
 - 6.6.3. Upon a financial penalty, the Chair of the Clubs Governance Board shall inform the general membership of the Club of the penalty.
 - 6.6.4. Revenues received from Club financial penalties shall be redirected to Club Training.

7. RECORDS AND CONFIDENTIALITY

- 7.1. The Committee shall post their decisions to the USC Website.
- 7.2. If a Party or Witness to a Case wishes to remain anonymous, they may request this before the commencement of the oral hearing.
- 7.2.1. The Chair of the Clubs Governance Board may grant anonymous status if they decide the Party or Witness applying for said status requires protection from slander, libel or personal attack, or to prevent the public disclosure of medical information or extenuating personal circumstances.
- 7.3. In Cases where anonymity to a Party or Witness has been granted, the hearing shall be closed to the public and press, and the Party or Witness shall only be referred to by their initials in the written decision.
- 7.4. The written decision shall still be published publicly but with the private information redacted.
- 7.5. In Cases where Confidential Information of the USC is required, the hearing shall be held in camera, and the decision shall not be made publicly available if the information cannot be redacted.
- 7.5.1. The Judgment shall remain available to current and future Club Governance Board members for consultation and any group at the direction of the Senior Manager Information Systems.

8. APPEALS

- 8.1. A Club that has been sanctioned may appeal the decision of the Clubs Governance Board to the USC Appeals Board after being informed of the decision.

8.1.1. A club has five (5) days to request an appeal.

8.2. The Appeals Board shall provide written reasons for its decision to the Club and the Chair of the Clubs Governance Board.

Appendix 1

1.1. APPENDIX 1

1.1.1. Sample Procedure for Oral Hearings

1. The Chair shall introduce the members of the Clubs Governance Board sitting on that Panel and shall outline the rules and procedure of the hearing;
2. The Petitioner, followed by the Respondent, may make an opening statement to introduce the nature of the application and the facts of the Case for no more than five (5) minutes;
3. The Petitioner shall present and question their witnesses and shall tender evidence;
4. The Petitioner shall have an additional ten (10) minutes of time for oral arguments following the examination of their witnesses;
5. The Respondent shall then present and question their witnesses and shall tender evidence;
6. The Respondent shall have an additional ten (10) minutes of time for oral arguments following the examination of their witnesses;
7. The Respondent/Petitioner may cross-examine the other parties' witnesses immediately following the examination in chief of the witness;
8. The members of the Committee may, at any time, ask questions of a Party;
9. The Petitioner, followed by the Respondent, may make a closing statement for no more than ten (10) minutes. No new evidence may be introduced during the closing statement.