



University Students' Council Of Western University

Clubs Governance Board Terms of Reference

Authority: Board of Directors	Date Ratified: August 24, 2023
	Next Review Date: October 2026
Previous Amendments: June 18, 2023, November 30, 2022, January 22, 2020; March 10, 2019; 31 October 2018; 4 April 2018; 26 October 2016; 8 October 2015	
Related Document(s):	
Review Committee(s): Governance Committee, Board of Directors	
Delegates: Senior Manager, Information Systems	

OBJECTIVE

To govern the USC clubs community by enforcing and overseeing policies and procedures that ensure fairness in the clubs system.

1. MANDATE

- 1.1. To create a community that supports leadership development amongst students and welcomes the wide range of interests within the clubs community.
- 1.2. To adhere to all the documents of the clubs policy to determine reasonable limits to be placed on USC Clubs in order to comply with USC policy as well as Western University policy.

2. COMPOSITION

- 2.1. The Clubs Governance Board (CGB) shall be composed of:
 - 2.1.1. Associate Vice-President Student Services (or delegate), ex-officio, non-voting;
 - 2.1.2. Five (5) undergraduate students-at-large, voting;

2.1.3. Manager Student Community, ex-officio, non-voting;

2.1.4. Student Organizations Advisor, ex-officio, non-voting;

2.1.5. Student Events Coordinator, ex-officio, non-voting;

2.2. The Chairperson will be selected amongst the voting members of the CGB.

2.3. The USC Executive and other USC staff shall be available as a resource to the CGB should the board request their presence.

2.4. A CGB member shall not hold an executive position on any USC ratified club;

3. SELECTION OF COMMITTEE MEMBERS

3.1. The five (5) undergraduate members of the CGB shall be selected by a hiring panel and ratified by the USC Board of Directors.

3.2. The selection committee will be comprised of the following members;

3.2.1. One member of the USC Students' Council

3.2.2. One member of the USC Board of Directors

3.2.3. USC Vice-President Student Services

4. DUTIES OF THE OFFICERS

4.1. The Chair of the Clubs Governance Board shall:

4.1.1. Set the agenda for each scheduled meeting;

4.1.2. Ensure all CGB documents are filed with the Manager, Student Community and the appropriate USC staff members;

4.1.3. Ensure CGB meetings are carried out in a fair and equitable manner;

4.1.4. 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;

4.1.5. Ensure quorum is maintained and otherwise adjourn the meeting;

4.1.6. Be given the right to extend invitations to any persons who could offer supplementary information relevant to the decisions made by the CGB;

4.1.7. Ensure the appropriate procedure has been followed prior to making any decisions.;

- 4.1.8. Ensure that CGB minutes are publicly posted in order to allow public oversight of the CGB;
- 4.1.9. Present an annual report to the USC Board of Directors;
- 4.1.10. Represent the CGB in front of the Appeals Board if necessary;
- 4.2. The Vice-Chair of the Clubs Governance Board shall:
 - 4.2.1. Assume the role of the Chair in their absence;
 - 4.2.2. Ensure all pertinent issues are brought before the CGB;
 - 4.2.3. Advise the CGB of any immediate actions taken in accordance with the clubs policy, and the reasons for taking such actions;
 - 4.2.4. Provide the CGB with any relevant information pertaining to the functioning of the clubs' community; and
 - 4.2.5. Provide any relevant information or documentation necessary to assist the CGB with arriving at an informed decision.
- 4.3. The Manager, Student Community shall:
 - 4.3.1. Take, or appoint an individual to take, minutes for each CGB meeting;
 - 4.3.2. Report to the CGB on any club issues having to do with USC or Western University policy;
 - 4.3.3. Provide any relevant information or documentation necessary to assist the CGB with arriving at an informed decision;
 - 4.3.4. Provide context and institutional memory with respect to specific events/activities of clubs, past CGB decisions, and USC and Western University policies;
 - 4.3.5. Provide for debate and decision by the voting members of CGB a recommended course of action on all matters before the CGB.
 - 4.3.6. 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.

5. RESPONSIBILITIES OF THE BOARD

- 5.1. The responsibilities of the CGB shall be to:
 - 5.1.1. Ratify qualified organizations as a USC club;
 - 5.1.2. Uphold and enforce all USC by-laws and club policies and procedures;
 - 5.1.3. Suggest Clubs Policy edits to the USC Board of Directors;
 - 5.1.4. Seek and consider recommendations made by subcommittees of the CGB;
 - 5.1.5. Approve club constitutional changes or provide clubs with recommendations to assist the club with receiving the approval of the CGB;
 - 5.1.6. Conduct an investigation, or 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;
 - 5.1.7. Determine whether or not a club has violated clubs policy or any other governing document of the USC, or Western University by extension, and impose sanctions where appropriate;
 - 5.1.8. Undertake any further actions or decisions necessary to ensure that all clubs abide by the clubs policy;
 - 5.1.9. Task sub-committees of the CGCB with reviewing specific clubs, group of clubs, or all clubs under the purview of the USC; and
 - 5.1.10. Receive reports and recommendations from the sub-committees of the CGB in order to deliberate and enact them.
- 5.2. Board members shall abide by the USC's Conflict of Interest Policy. Conflicts of interest must be reported to the Chair of the CGB.
 - 5.2.1. If the chairperson has a conflict of interest they must disclose this conflict to the Vice-Chair..
- 5.3. All CGB members shall abide by the following attendance requirements:
 - 5.3.1. Attend all meetings set by the Chair; and
 - 5.3.2. Be absent for no more than one (1) meeting in either semester.
- 5.4. A CGB member shall not be considered absent from a meeting where an absence is a result of:

5.4.1. A death or family emergency;

5.4.2. An unavoidable medical appointment; or

5.4.3. An unavoidable academic requirement (i.e. exam).

5.5. A CGB member may be removed from the Clubs Governance Board by the Chair should they fail to fulfill their responsibilities under Section 5.1 of this policy, subject to ratification by the USC Board of Directors, or through a motion of the USC Board of Directors passed by a simple majority.

5.5.1. Vacancies on the Clubs Governance Board shall be filled by an undergraduate student who is not a member of the USC Board of Directors, nominated by the Chair and subject to ratification by USC Board of Directors.

6. Subcommittees of the Clubs Governance Board

6.1. The CGB shall be able to amend its subcommittee's terms of reference.

6.2. Subcommittees of the Clubs Governance Board are as follows;

6.2.1. Clubs Advisory Committee