

# Club Ratification Application

2023-24 for consideration for January or September 2024



# USC Clubs System

There are more than 13,000 students in 200 clubs that are ratified with the University Students' Council (USC). Each year we receive 50-plus applications from students that would love to be part of this clubs community.

The USC is a governing body that represents Western's undergraduate students. The USC also organizes Orientation Week (OWeek), advocacy initiatives, the Peer Support Centre, health and dental plan, LTC bus pass, InfoSource, and The Spoke and Wave.

USC Clubs benefits include: participation in Clubs Week, clubs training, financial management, event review and approval, free room bookings and facilities, club emails, and insurance.

USC Clubs have responsibilities to the USC such as following Clubs Policy, fiscal responsibility of managing club funds, and following the Student Code of Conduct.



# Before Applying

## Please read and understand the following:

As of September 2023, a new USC Clubs Policy has been ratified including the Club Ratification Procedure. Information that you might have acquired from before will be outdated. Please see the policy [here](#).

Applications will open in September 2023 and two application periods for new clubs will be reviewed.

Group 1: new ratified clubs can start their club by January 2024 and have more than 30 paid members by January 31.

Group 2: new ratified clubs can opt to start their club September 2024.



# Requirements for Ratification

1. **Written Statement:** up to a maximum of three pages, single spaced that answers the following:
  - a. What is the objective or mandate of the club?
  - b. How is this club unique and distinct from existing USC Clubs or other USC Services?
  - c. Explain the physical, financial, and other risks associated with the club.
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 uwo.ca email addresses
3. **Constitution:** A proposed club constitution that is drafted in accordance with the Club Constitution Template and is formatted the same or similar



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4. **Membership List:** a list containing at least fifty (50) current undergraduate and graduate students names, signatures, uwo.ca email addresses, and year of study, for those prepared to join the organization once ratified.
5. **Budget:** A proposed club budget to provide a spending plan of membership fees. The club registration fee must be submitted in the budget and constitution. The budget can include anticipated revenue streams and how these funds will be spent.



# Requirements for Ratification

6. **Description and Schedule of Events/Activities:** A detailed description of at least four (4) proposed club events planned for the academic year. This should include:
  - a. A description of proposed events
  - b. An explanation of how the event will contribute to the mandate of the club
  - c. The mandatory AGM will not be considered an event in this list.
7. **External Affiliation:** If the proposed club has any affiliation with an external organization, then the applicant must submit this form detailing the nature of the relationship. Club operations must align with the Clubs Operating Policy and Clubs Constitution. Clubs cannot use external financial bank accounts.



# A club cannot be ratified under the following conditions:

- The club's mandate is to fundraise and/or support a specific charity
- Mentoring other students
- Teaching, training, or tutor any specific academic skills or content
- To recruit or mobilize volunteers on behalf of an organization
- Club has the same name or mandate as a club that has been de-ratified over the past twelve (12) months
- Cannot duplicate a service already provided by the USC or Western University

## Note on Feasibility:

- The club must be able to demonstrate that it has a feasible model of operations
- The club's operations must be within the limits of the USC's insurance



# Submission Dates

## First Round: September 15 to October 15

Clubs can be ratified by January 15 and have two weeks to secure **30 paid memberships** to run for the remainder of the year.

## Second Round: October 16 to November 30

Clubs can be ratified by March 1st to operate in September in the following academic year.

## DECISION:

CGB will review and decide on all new club ratifications by January 15 (first round) and March 1st (second round).

Their written decision and rationale for their decision will be shared with the applicant five (5) days after March 1st.

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

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





# How to submit your club application

Submit your complete  
application online with this  
link:

You can meet with the Student Organizations Support team to ensure that an application is complete prior to submission. This does not guarantee that the club will be ratified.

Incomplete applications may receive notification from the Student Community Manager with an opportunity to re-submit the application. Applications must be re-submitted within five days in order to be considered for review.



**Thank you for your interest in  
becoming part of the  
USC Clubs System!**

**Questions?  
[clubs@westernusc.ca](mailto:clubs@westernusc.ca)**

