



# University Students' Council of Western University

## Clubs Policy Manual Packet

Current as of September, 2024

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# **CLUBS POLICIES**

## Club Executive Removal Procedure

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> June 24, 2024
	<b>Next Review Date:</b> June, 2027
<b>Previous Amendments:</b> N/A	
<b>Related Document(s):</b> Club Operating Policy	
<b>Review Committee(s):</b> Governance and Finance Standing Committee	
<b>Delegates:</b> Senior Manager, Advocacy and Government Services Manager, Student Activities	

### DEFINITIONS

**Days** for the purposes of this procedure, **days** shall mean calendar days.

### OBJECTIVE

To set a fair and transparent process for the removal of Club Executives.

### SCOPE

This procedure applies to the four Club Executives required by the USC's Club Operating Policy: President, VP Finance, VP Events, and VP Communications.

In the event that a Club Executive or Club member has a concern about the ability of another Club Executive to fulfill their obligations, or about their behavior, Clubs members and Executives have a number of options:

1. Formal resolution using any process that may be outlined in the Club's Constitution.
2. Informal resolution through a meeting with the Manager, Student Community.
3. Formal complaint to the Clubs Governance Board requesting the removal of the Club Executive.

This policy addresses the third option and provides a procedure for both the student submitting the request for removal, and the CGB in considering that request.

### AUTHORITY

The CGB will not remove a Club Executive directly; rather, they will provide a recommendation to the membership. That recommendation should be put to the membership as a vote, where removing a Club Executive requires a  $\frac{2}{3}$  majority vote.

## **PROCEDURE**

- 1.1. The Clubs Governance Board will start investigating a Club Executive upon receiving a complaint.
- 1.2. A complaint shall consist of the following:
  - 1.2.1. The name of the Club.
  - 1.2.2. The name of the complainant.
  - 1.2.3. The date of the alleged violation(s).
  - 1.2.4. The section(s) of Clubs Policy and Procedure that the Executive has allegedly violated.
  - 1.2.5. Documentation or other material that substantiated the alleged violation.
  - 1.2.6. Any other relevant information.
- 1.3. All complaints must be submitted to the Manager, Student Community, within twenty (20) days of the alleged violation being discovered.
2. 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.
  - 2.1. 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
    1. If the allegation satisfies the Western University Code of Student Conduct, the CGB will take no further action on the allegation.
  - 2.2. 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.
    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.
  - 2.3. If the allegation does not satisfy the scope of the Discrimination Harassment and Violence policy the investigation will follow the steps outlined below.

## **3. INVESTIGATION PROCEDURE**

- 3.1. The CGB will review the complaint and determine if it warrants an investigation and hearing with the CGB.
- 3.2. The Executive in question shall be given five (5) days to submit a written response to the complaint to the Chair of the Clubs Governance Board.
  - 3.2.1. If the Executive does not respond within five (5) days the investigation will proceed to the next step without the club submission.
- 3.3. 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.
- 3.4. The Clubs Governance Board shall deem the Club to have committed the violations in the following circumstances:
  - 3.4.1. It can be demonstrated that the Executive has not fulfilled their role as laid out in the Club Constitution.
  - 3.4.2. It can be demonstrated that the Executive has been unreachable by other Club Executives for a period of no less than 30 days.

#### **4. HEARING PROCEDURE**

- 4.1. 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.
- 4.2. The oral hearing will follow the below procedure.
  - 4.2.1. 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.
  - 4.2.2. 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.

#### 4.2.3. 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.

#### 4.3. Rights

- 4.3.1. The Committee, or a designate thereof, may record the hearing for the purposes of taking and publishing minutes.
- 4.3.2. A copy of the procedures shall be provided to the participants no less than forty-eight (48) hours prior to the hearing.

#### 4.4. Release of Decision

- 4.4.1. The committee can take a short break to determine if a decision can be made immediately.
- 4.4.2. 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.
- 4.4.3. The Chair of the Clubs Governance Board shall release its written decision within five (5) days of the hearing.
- 4.4.4. Written notice shall consist of the decision, reasons for the decision, and any recommendations to the club membership, including a recommendation for removal of an executive.
  - 4.4.4.1. If the removal of an executive is recommended, a vote of the membership must be held within thirty (30) days.
- 4.4.5. All documentation, including the notice of the decision, shall be kept on file with the Student Organizations Support Staff.
- 4.4.6. 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.

## **5. RECORDS AND CONFIDENTIALITY**

- 5.1. In Cases where anonymity to a Party or Witness has been granted, the Party or Witness shall only be referred to by their initials in the written decision.
- 5.2. The written decision shall still be published publicly but with the private information redacted.
- 5.3. 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.
  - 5.3.1. 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.

## **6. APPEALS**

- 6.1. An Executive whose removal has been recommended may appeal the decision of the Clubs Governance Board to the USC Appeals Board within five (5) days of being informed of the decision.
- 6.2. The Appeals Board shall provide written reasons for its decision to the Club and the Chair of the Clubs Governance Board.



## Clubs Advisory Committee Terms of Reference

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> August 24, 2023
	<b>Next Review Date:</b> August, 2026
<b>Previous Amendments:</b> N/A	

### **PREAMBLE**

The Clubs Advisory Committee shall be responsible for providing insights and comments on the clubs system to the Clubs Governance Board and the Student Organizations Support staff responsible for administering the clubs system.

### **1. COMPOSITION**

- 1.1. The Clubs Advisory Committee (CSC) shall be composed of:
  - 1.1.1. Manager, Student Community, ex-officio, as Chair
  - 1.1.2. Student Organizations Advisor, ex-officio
  - 1.1.3. Associate Vice-President Student Services (or delegate), ex-officio
  - 1.1.4. Five (5) to ten (10) students who are current members of a USC ratified club

### **2. SELECTION PROCESS OF STUDENT MEMBERS**

- 2.1. The Clubs Governance Board will hire the five (5) to ten (10) current club members to sit on the Clubs Advisory Committee
  - 2.1.1. The Clubs Governance Board will determine the hiring processes each year by a simple majority vote of the members.
    - 1. The CGB will strive to hire students that represent a diverse set of club experiences.

### **3. MEETING FREQUENCY**

- 3.1. The Clubs Advisory Committee will meet at the call of the chair with a minimum seven calendar day notice.

### **4. RESPONSIBILITIES OF THE COMMITTEE**

- 4.1. The committee shall provide feedback to the staff and students that administer the USC Clubs System.
- 4.2. The student members can provide feedback on any aspect of the clubs system
- 4.3. Feedback received by the committee is non-binding

- 4.4. The Clubs Governance Board and USC Board of Directors shall complete all policy changes required as a result of feedback received at the Clubs Advisory Committee.
- 4.5. The Chair must provide an annual report to Clubs Governance Board and the USC Board of Directors that includes the following;
  - 4.5.1. List of student members on the committee
  - 4.5.2. Generalized feedback received during the year meetings
  - 4.5.3. Policy recommendations as a result of feedback received

## Clubs and Faculty Council Event Approval Procedure

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> June 24, 2024
	<b>Next Review Date:</b> June, 2027
<b>Previous Amendments:</b> August 24, 2023; April 30, 2015; 2013	
<b>Related Document(s):</b>	
<b>Review Committee(s):</b>	
<b>Delegates:</b>	

### 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 the United States must submit a detailed itinerary with the event proposal. Approval of such travel is dependent upon the USC's insurers. Travel outside North America is not permitted.

- 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.
- 4.7. Where travel is being provided by a club, all participants must be club members.

## **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](#)

## Club Bill of Rights

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> January 21, 2019
	<b>Next Review Date:</b> January, 2023
<b>Previous Amendments:</b> N/A	

### 1. RIGHT OF FREE EXPRESSION

- 1.1. USC-Ratified Clubs shall have the right to free expression, subject to the following terms:
  - 1.1.1. Clubs shall have the right to reasonably engage in the discourse of ideas, even if some of the ideas discussed may be seen to be objectionable.
  - 1.1.2. The free and unobstructed exchange of ideas shall be a major priority of the Clubs System.
  - 1.1.3. While both clubs and individual students shall have the full right to peacefully protest any action or event, physically obstructing or otherwise substantially disrupting club events shall be grounds for sanction under the Clubs Hearings and Sanctions Policy.
  - 1.1.4. The USC has the full ability to restrict or prohibit expression that is illegal, threatening, harassing, defamatory, is in violation of privacy or confidentiality standards, or is in violation of the community standards policy.
- 1.2. Other components of the USC shall have full latitude to engage in the discussion on any topic, but direct administration of the clubs system is expected to be done in an ideologically neutral fashion.

### 2. RIGHT AGAINST UNREASONABLE RESTRICTIONS

- 2.1. The USC shall have the ability to regulate event logistics, including time, location, approvals, security requirements, and other logistical considerations, in accordance with existing event planning policies, subject to the following conditions:
  - 2.1.1. Logistical requirements, security charges, or any other conditions imposed must be as minimal as reasonably possible, so as not to intentionally de-platform events.
  - 2.1.2. The USC shall retain the ability to restrict the type of expression permitted in certain locations in the pursuit of community standards and as per the community standards policy. For instance, an exceptionally controversial or potentially triggering event may be denied for the UCC atrium but permitted instead to be held in a classroom.

2.1.3. In the event that an event is made unfeasible by USC-imposed logistical or security requirements, the USC shall make reasonable efforts to find another format in which a substantially similar event may be held feasibly.

2.2. All clubs shall have applications, forms, grants, proposals, and any other documents submitted to the USC processed in a due and timely manner. Clubs shall not be penalized for delays in the USC's internal affairs.

### **3. RIGHT OF EQUAL ACCESS**

3.1. All clubs shall have the right of timely access to all policies, procedures, and other relevant documents.

3.2. All clubs have the right of access to services that the USC provides to clubs, allowing for reasonable logistical constraints.

3.3. In instances where a club or club member faces any kind of hearings, sanctions, or discipline from the USC, the USC shall act to ensure that the club or individual has been provided with all relevant policies.

### **4. RIGHT OF EQUAL TREATMENT**

4.1. The USC shall treat all clubs substantially equally, and shall not extend special privileges or restrictions to any club,

4.2. Unless levied as part of a sanction under Club Hearings and Sanctions Procedure.

## Clubs Code of Conduct

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> August 24, 2023
	<b>Next Review Date:</b> August, 2026
<b>Previous Amendments:</b> N/A	

### 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 Constitution Template

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> June 24, 2024
	<b>Next Review Date:</b> August, 2027
<b>Previous Amendments:</b> August 24, 2023; November 12, 2020; April 1, 2010	

### 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.

## CLUB CONSTITUTION TEMPLATE

This is a Schedule to the Club Constitution Guideline

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

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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 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 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 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

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> August 24, 2023
	<b>Next Review Date:</b> August, 2026
<b>Previous Amendments:</b> November 12, 2020; April 30, 2015	

### 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,
    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 De-Ratification Procedure

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> June 24, 2024
	<b>Next Review Date:</b> June, 2027
<b>Previous Amendments:</b> August 24, 2023	

### 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;
  - 2.2.8. Failure to hold an Executive Election and/or present a plan to do so to the CGB, as outline in the Clubs Operating Policy.
- 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 Discrimination Harassment and Violence Reporting Procedure

<b>Authority:</b> Chief Operating Officer	<b>Date Ratified:</b> August 24, 2023
	<b>Next Review Date:</b> May 2026
<b>Previous Amendments:</b> N/A	
<b>Related Document(s):</b> USC Discrimination Harassment and Violence Prevention Policy	
<b>Review Committee(s):</b> Board of Directors	
<b>Delegates:</b> Senior Manager, People and Development	

### PREAMBLE

The following is a detailed procedure to administer the USC's Discrimination Harassment and Violence Prevention Policy between USC Club Members conducting activities related to USC Club activities. This procedure is not intended to be applied to student to student conduct.

### 1. DEFINITIONS

- 1.1. **"Complainant"** means any individual who is a member of a USC Club who deems he or she has been the target of discrimination or harassment.
- 1.2. **"Members"** means any student with a membership with a USC Club, or a USC Staff or Volunteer.
- 1.3. **"Respondent"** means the person who is alleged to have engaged in the discrimination or harassment.

### 2. ADMINISTRATION

- 2.1. The Senior Manager, People and Development is responsible for administering the provisions of this Procedure. In the event the Senior Manager, People and Development is conflicted, the Chief Operating Officer shall be responsible for administering the Procedure.
- 2.2. In the event the Chief Operating Officer is the Respondent in a complaint, the Senior Manager, People and Development shall immediately notify the President who shall in consultation with the Board of Directors administer the Policy.

### **3. REPORTING PROCEDURE**

3.1. Any individual who deems they is being harassed while participating in USC Club activities is urged to speak up to the alleged harasser in an effort to advise that the behaviour and/or comments are unwelcome.

3.1.1. If the behaviour persists, or if the nature of the relationship makes it unreasonable or unsafe for the individual to address the behaviour with the person responsible, the individual is responsible for bringing this matter to the attention of the Senior Manager, People and Development

3.2. Any individual USC Club Member who is the victim of violence while participating in USC Club activities or who witnesses violence while participating in USC Club activities shall report such behaviour using the USC Clubs Harassment Discrimination and Violence Prevention online form. If the situation is not one of immediate danger, the student should immediately contact the Manager, Student Community who will work with the Senior Manager, People and Development to ensure there is a safety plan in place.

3.2.1. If an emergency exists and the situation is one of immediate danger, individuals shall contact either Campus Police or local police officials by dialing 9.1.1. Individuals are also encouraged to take whatever emergency steps are available and appropriate to protect themselves from immediate harm, such as leaving the area.

3.3. In the event the Senior Manager, People and Development is the alleged harasser, the Chief Operating Officer shall be responsible for receiving the complaint and administering the provisions of this Procedure.

3.3.1. If the Senior Manager, People and Development is the victim of harassment, the Chief Operating Officer shall be responsible for administering the provisions of this Procedure.

### **4. PROCEDURE UPON RECEIPT OF COMPLAINT**

4.1. Upon receipt of a report or complaint, whether written or verbal, the Senior Manager, People and Development will respond to discuss the complaint, the provisions of and options available under this Complaints Procedure within 5 business days.

4.2. Every effort will be made to resolve issues through an informal resolution process. However, if this process is unsuccessful, declined by the parties, or deemed inappropriate, the Senior Manager, People and Development may initiate an administrative or formal investigation to determine whether the allegations are founded or not.

- 4.2.1. It is at the discretion of the Senior Manager, People and Development, or other individual responsible for administering the policy whether or not to initiate an investigation.
- 4.3. If the Senior Manager, People and Development or designate determine that an investigation is needed they will trigger an investigation following the process starting in section 5.

## **5. INITIATING AN INVESTIGATION**

- 5.1. Before an investigation can begin a written complaint must be submitted and include:
  - 5.1.1. Name of Complainant and Position and USC Club affiliation:
  - 5.1.2. Name and Position of the Respondent and USC Club affiliation (alleged harasser) and contact information, if known;
  - 5.1.3. Details of what happened with as much particularity as possible, as well as any supporting or relevant documents;
  - 5.1.4. Dates, times, and locations of the incidents;
  - 5.1.5. Where possible, the names of any appropriate witnesses and contact information, if known.
- 5.2. The Corporation reserves the right not to pursue a complaint that is filed more than two (2) months after the last incident or event of alleged harassment.

## **6. INVESTIGATION PROCEDURE**

- 6.1. Ultimately, the purpose of an investigation is to determine what happened. In order to accomplish this, the investigation must allow all affected parties to express their view and provide evidence to the investigation in a timely manner. As such, the Corporation has developed this standard investigation process:
  - 6.1.1. The Senior Manager, People and Development (or other individual in accordance with section 2 of this Procedure) shall review the complaint to determine whether the alleged complaint and associated behaviour meets the definition of discrimination or harassment under this policy.
  - 6.1.2. The Senior Manager, People and Development (or other individual in accordance with section 2 of this Procedure) will inform the complainant and respondent about the following:
    - 1. Expected timeline;
    - 2. The overall process (interview, review of documentary and other evidence);

3. Roles and responsibilities of anyone involved in the investigation;
  4. Confidentiality of the investigation (who will receive the investigation report);
  5. Possible interim measures that may be taken to limit the potential for discrimination and harassment, if deemed necessary.
- 6.1.3. The Senior Manager, People and Development (or other individual in accordance with section 2 of this Procedure) shall determine the appropriate investigator. An investigation must be fair and impartial. The investigator could be someone from within the organization, including the administrator of this Policy. However, in more complex or sensitive cases, an external investigator may be appropriate.
- 6.1.4. The investigator will meet and speak with the Complainant and obtain any relevant information regarding the complaint. The Complainant may be asked and required to provide documentary evidence including emails, handwritten notes, or other records that would be helpful to the investigation.
- 6.1.5. After meeting with the Complainant and providing the Respondent with a copy of the complaint, the investigator will interview and meet with the Respondent. The Respondent may be asked and required to provide documentary evidence including emails, handwritten notes, or other records that would be helpful to the investigation.
- 6.1.6. Following that meeting, the investigator will, if he or she deems appropriate, meet with other witnesses.
- 6.1.7. Information about the complaint or incident will be kept confidential and will not be disclosed except to the extent necessary to protect members, to investigate the complaint or incident, to take corrective action or as otherwise required by law. The Complainant, Respondent and witnesses will be instructed not to discuss the complaint, incident, or investigation with others unless necessary to obtain advice from professional advisors about their rights.
- 6.1.8. Investigations will be completed as soon as possible, and within 30 calendar days unless there are extenuating circumstances which warrant a longer investigation.
- 6.1.9. At the conclusion of the investigation, the investigator will outline his/her findings in a written report. The report will normally contain the following elements:
1. A description of the allegations;

2. A description of the investigation process followed;
3. A description of the background information and evidence that supports or refutes each allegation;
4. An analysis of the evidence for each allegation; and
5. A statement as to whether or not the behaviour described in each allegation constitutes a breach of the Policy.
6. The Senior Manager, People and Development or another member of the Corporation will meet separately with both the Complainant and the Respondent, confidentially to explain the investigation's findings. The summary of findings and corrective action will be provided to the Complainant within 10 calendar days of the investigation being concluded.

## **7. POTENTIAL OUTCOMES FROM AN INVESTIGATION**

7.1. If it is found that the Respondent has contravened this Policy, they may be subject to one or more of the following forms of corrective action, depending on the severity of the violation:

7.1.1. Probation with specific conditions;

7.1.2. A temporary suspension from a USC Club or position within a USC Club Executive;

7.1.3. Removal from USC Club Membership/Participation;

7.2. If a person, in good faith, files a complaint that is not supported by evidence gathered during an investigation, that complaint will be dismissed. As long as the complaint was made in good faith, there will be no penalty to the person who complained, and no record in her or his file.

7.3. In the rare event that the complaint was made in bad faith – in other words, the person making it had absolutely no basis and deliberately and maliciously filed the complaint, the Complainant will be subject to penalties. Penalties for someone who complains in bad faith will be the same as for a case of discrimination or harassment (see section 9.1) and will depend on the seriousness of the situation.

## **8. RIGHTS DURING AN INVESTIGATION**

8.1. A Complainant has a right to:

8.1.1. File a complaint and have it dealt with promptly, without fear of embarrassment or reprisal;

- 8.1.2. Be informed about the progress of their complaint;
- 8.1.3. Be informed in writing of the summary of findings of the investigation, and the type of corrective measures that will result from the complaint; and,
- 8.1.4. Receive fair treatment.

8.2. The Respondent has a right to:

- 8.2.1. To be informed of the complaint;
- 8.2.2. The Respondent is not entitled to receive the detailed personal accounts from the Complainant(s) and/or Witnesses but will be provided with a written statement of the official allegations, and to respond to them;
- 8.2.3. To be informed about the progress of the complaint;
- 8.2.4. Be informed in writing of the type of corrective measures that will result from the complaint; and,
- 8.2.5. To receive fair treatment.

## **9. INVESTIGATION RECORDS**

- 9.1. All records related to the complaint, incident and/or investigation will be kept for the time period prescribed by applicable legislation.

## **10. OBLIGATIONS**

- 10.1. During the investigation, all parties are expected to cooperate in the process if and when called upon to do so within 5 business days. All Members are expected to cooperate with any investigations, including making themselves available to be interviewed within 5 business days.
- 10.2. Members are expected to be mindful of the sensitivities of investigations and shall keep any information received confidential.
- 10.3. Failure to adhere to this policy may result in corrective action being taken against the offending individual.

## **11. NO RETALIATION**

- 11.1. Retaliation is considered a serious disciplinary breach. Anyone who retaliates in any way against a person who has complained of harassment or discrimination or given evidence in an investigation, will be penalized accordingly. The possible corrective actions are the same as those assessed against those found to have contravened the USC Discrimination Harassment and Violence Prevention Policy.



11.2. The USC is committed to providing and maintaining a safe and healthy environment free from discrimination, harassment, and violence as outlined in the USC Discrimination Harassment and Violence Prevention Policy. There are resources available to you should you require them. Please contact the USC People and Development Department to be connected with resources that will best suit your needs.

## Clubs Election Procedure

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> July 10, 2024
	<b>Next Review Date:</b> July, 2027
<b>Previous Amendments:</b> August 24, 2023; April 30, 2015; 2012	

### 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.

3.1.4. Any paid club member is eligible to run for President, Vice-President Events, Vice-President Finance or Vice-President Communications.

#### **3.2. Campaign**

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

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 clubs 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.

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

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> June 24, 2024
	<b>Next Review Date:</b> June, 2027
<b>Previous Amendments:</b> August 24, 2023; April 30, 2015; 2013	
<b>Related Document(s):</b>	
<b>Review Committee(s):</b>	
<b>Delegates:</b>	

### PREAMBLE

Clubs 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.

2.12. **Executive Compensation** - Club executives (President, Vice President Finance, Vice President Events, and Vice President Communications) may use twenty (\$20) dollars per year per executive as compensation for leading the club's activities.

### 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.

3.2.4. Stale-Dated Cheques - will only be reissued up to a maximum of twelve (12) months after the first date of issue.

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.

## Clubs Governance Board Terms of Reference

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

Clubs Advisory Committee

## Club Hearings and Sanctions Procedure

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> June 24, 2024
	<b>Next Review Date:</b> June, 2027
<b>Previous Amendments:</b> August 24, 2023; November 18, 2018; April 30, 2015; 2013	
<b>Review Committee(s):</b> Clubs Governance Board	
<b>Delegates:</b> 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

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.

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.

4.6.4. The Club has violated existing sanctions applied as the result of a previous CGB decision.

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.

## Clubs Inventory Policy

<b>Authority:</b>	<b>Date Ratified:</b> November 15, 2018
	<b>Next Review Date:</b> November, 2022
<b>Previous Amendments:</b> N/A	

1. Clubs may acquire and hold inventory such that they may better pursue their mandate to their membership, including:
  - 1.1. Working Capital inventory that is expended over time (eg. Pens, notepads, stickers, etc.)
  - 1.2. Items used in an event that may be suitable for reuse at a later event (eg. Clubs week posters)
  - 1.3. Capital purchases to be used at a wide variety of events (eg. Banners,
2. Inventory is to be held by the club executives, defined as a signing authority or their designate. The individual holding the inventory is to be held liable by their club for the safe holding of said inventory.
3. The Student Organizations Advisor shall be informed of the inventory twice every academic year by filling out an inventory accounting form:
  - 3.1. the first time shall be at the beginning of the year during the month of September
  - 3.2. The Second time should be during the month of April
  - 3.3. This form shall take into account:
    - 3.3.1. nature of items
    - 3.3.2. quantity of items
    - 3.3.3. personal possession of items
    - 3.3.4. Purpose of items
  - 3.4. these forms are to be corroborated by clubs staff to ensure accountability with past statements

4. The general membership of each club shall be given a comprehensive summary of all club assets, with opportunity for questions, during both the first and last club general member meeting of each academic year
5. General amnesty for previous violations of inventory policy shall be granted on the following occasions such that clubs may introduce previously unaccounted inventory into USC :
  - 5.1. upon initial passage of this policy
  - 5.2. at any point thereafter at the discretion of the Vice-President Student Services
6. Intentional violation of the inventory policy shall be held as grounds for club sanction or deratification, in accordance with all other club deratification and sanction procedures.
7. Inventory acquisition is to be approved as part of standard event proposal:
  - 7.1. clubs may only acquire inventory for the purposes of better accomplishing their mandate
  - 7.2. clubs staff shall ensure that all inventory acquired is necessary for club mandate fulfillment
8. Club inventory shall be held by individual club executives under the following conditions:
  - 8.1. club executives are to be held personally liable for the safety of the said inventory
  - 8.2. at no point is the inventory to be held for personal use
  - 8.3. all inventory is to be returned to the club, either through usage in club activities, or through passing on to another executive at the conclusion of one's tenure
  - 8.4. In the event that club inventory is lost, damaged, or otherwise rendered unavailable for use as intended, the executive of the club must be informed immediately. This lost inventory must also be declared both to club staff AND the club membership during the next reporting period.
9. Club VP Finances are expected to keep detailed and up to date records of club inventory, maintained internally. These are to be available to clubs staff within 72 hours upon request.
10. Clubs Staff retain full authority to deny an inventory purchase on their discretion if they do not perceive it to create value for the club membership and club system.



## Clubs Operating Policy

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> June 24, 2024
	<b>Next Review Date:</b> June, 2027
<b>Previous Amendments:</b> August 24, 2023; August 22, 2019;	
<b>Related Document(s):</b> 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, USC's Health and Safety Policy.	
<b>Review Committee(s):</b> Clubs Governance Board, Governance Committee	

### 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'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 Clubs 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.
    1. Appeals are to be submitted to the USC Appeals Board by emailing [appeals@westernusc.ca](mailto: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.
- 6.1.2. Co-presidents are not permitted.
- 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. Executives may only be removed on the recommendation of the CGB, which must be ratified by 2/3rd majority vote of club membership.
- 6.6. All club members 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
    - 1. If an executive member is successfully removed, they have the right to appeal up to five days after they are removed.
      - a. Appeals are to be submitted to the USC Appeals Board by emailing [appeals@westernusc.ca](mailto: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.

7.4.1. Failure to hold Executive Elections may result in de-ratification. A representative of the clubs will be required to present a plan to hold elections no later than October 15 to the CGB at its first meeting in September. Failure to hold said election will result in de-ratification.

## **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. No club executive or family member shall gain monetary compensation or other benefits.

**Appendix 1**

[Clubs Constitution Template](#)

## Clubs Policy Review Committee Terms of Reference

<b>Authority:</b> Clubs Governance Board	<b>Date Ratified:</b> November 10, 2014
	<b>Next Review Date:</b> November 10, 2022
<b>Previous Amendments:</b> April 1, 2010	

### **PREAMBLE:**

The University Students' Council (USC) seeks to create a community that supports leadership development among students and welcomes the wide range of interests within the Clubs Community. The Clubs Governance Committee (CGC) is the central body of the Clubs Community and is guided by all documents of the Clubs Policy. In order to help the CGC in enhancing the governance of the Clubs Community, the Clubs Policy Review Committee (CPRC) serves as the primary body for reviewing, drafting and making recommendations to the Clubs Governance Committee on Clubs Policy. The committee is responsible for maintaining accurate and updated Clubs Constitutions and all official Clubs Policy documents for the USC.

### **1. COMMITTEE COMPOSITION**

1.1. The Clubs Policy Review Committee (CPRC) shall be composed of:

- 1.1.1. Clubs Policy Coordinator, ex-officio, as Chair, non-voting;
- 1.1.2. Vice President Student Services , ex-officio, non-voting;
- 1.1.3. Compliance Coordinator, ex-officio, non-voting;
- 1.1.4. Associate Vice-President Clubs, ex-officio, voting;
- 1.1.5. Club Finance Coordinator, ex-officio, voting;
- 1.1.6. Two (2) club executives at large, voting; and,
- 1.1.7. Two (2) students of the university at large, voting.

1.2. Other USC staff, members of the CGC or its sub-committees shall be available as resource support to the CPRC should attendance be deemed necessary by the Chair of the CPRC.

### **2. RESPONSIBILITIES OF THE COMMITTEE**

2.1. The CPRC shall:

- 2.1.1. Be a sub-committee of the Clubs Governance Board (CGB);
- 2.1.2. Review the Clubs Policy on an annual basis;



- 2.1.3. Aid in the communication of Clubs Policy changes to clubs in conjunction with the CGC;
- 2.1.4. Maintain updated records of official Clubs Policy documents and changes;
- 2.1.5. Serve to draft and review Clubs Policy based on the recommendations of the CGB and to report back to the CGB with policy recommendations;
- 2.1.6. Conduct reviews of Clubs Policy as directed by the CGB;
- 2.1.7. Review new club applications based on the Provisions of Clubs Policy : Procedure for Ratification prior to review and approval of the CGB;
- 2.1.8. Make recommendations to the CGB on new club applications based on the provisions of Clubs Policy : Procedure for Ratification; and,
- 2.1.9. Maintain updated records of all Club Constitutions.

## Clubs Ratification Procedure

<b>Authority:</b> Board of Directors	<b>Date Ratified:</b> June 24, 2024
	<b>Next Review Date:</b> June 24, 2027
<b>Previous Amendments:</b> August 24, 2024; February 11, 2022; October 2021; October 9, 2019;	

### 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. Digital signatures are acceptable.
- 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.

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. 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.

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,
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

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

4.2.1. Applicants may request a meeting with the CGB to better understand the decision not to ratify.

### **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 Support Committee Terms of Reference

<b>Authority:</b> Council	<b>Date Ratified:</b> November 30, 2018
	<b>Next Review Date:</b> November, 2022
<b>Previous Amendments:</b> August 1, 2017	

### OBJECTIVE

The University Students' Council (USC) seeks to create a community that supports leadership development among students and welcomes the wide range of interests within the Clubs Community. The Clubs Support Committee (CSC) is the body of the Clubs Community that supports collaboration among student organizations and seeks to enhance communication between student organizations and the USC. The committee is responsible for organizing community-wide initiatives such as Clubs Week and workshops for the benefit of club executives and members. The CSC is influential in supporting the yearlong working dynamic within club executive teams (specifically regarding finances and promotion) and ultimately for the long-term development of the club within the Clubs Community. This policy applies to all members of the CSC by outlining general responsibilities to create a community of leadership and support.

### 1. COMPOSITION

1.1. The Clubs Support Committee (CSC) shall be composed of:

1.1.1. Clubs Support Coordinator, *ex-officio*, as Chair;

1.1.2. Associate Clubs, *ex-officio*;

1.1.3. Up to five (5) Finance Members, who must be students of the University who are not Executive members of a club within the USC Clubs Community, including non-USC recognized executive roles;

1.1.4. Up to five (5) Support Members, who must be students of the University who are not members of an Executive Committee of a Club within the USC Clubs Community;

1.1.5. Associate Finance, *ex-officio*,

1.2. The Vice-President Student Services, Compliance Department, and any other USC Employees shall be available as resource support to the CSC.

## **2. MEMBER RESPONSIBILITIES**

2.1. A committee member of the CSC shall:

- 2.1.1. Report to the CSC;
- 2.1.2. Attend meetings as determined by the Chair;
- 2.1.3. Respect the rights, personal privileges and affiliations of all Club Executives, general members and USC administration and staff;
- 2.1.4. Perform duties, as determined by the Chair, in carrying out all responsibilities and goals of the CSC; and,
- 2.1.5. Be committed to providing support to clubs and related activities throughout the academic year

## **3. RESPONSIBILITIES OF THE COMMITTEE**

3.1. The Committee shall:

- 3.1.1. Be a sub-committee of the Clubs Governance Board (CGB);
- 3.1.2. Report to the CGB and make recommendations based on feedback from specific clubs;
- 3.1.3. Serve as a brainstorming and active body in the development of the USC Clubs Community;
- 3.1.4. Organize, promote and plan club related initiatives which include but are not limited to seminars, workshops, open-forms, town halls, clubs gala; and
- 3.1.5. Enhance and providing ongoing means of communication among all USC clubs and the USC.
- 3.1.6. Maintain the Clubs Community social media pages.

3.2. The Clubs Finance Sub-Committee shall:

- 3.2.1. Consist of:
  1. Up to five (5) students who are not current Executive club members in the USC Clubs Community;
  2. The Associate Finance as a resource member
- 3.2.2. Assist clubs with financial procedures as necessary (Related document: Club Financial Procedures); and

3.2.3. Conduct reviews of clubs as directed by the CGB or Vice-President Student Services.