
USC Clubs Executive Manual

We're so glad to have you join the team! This guide is meant to provide Club Executives specific information to help you get off to a great and productive start.

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USC CLUBS SYSTEM

What is a USC ratified club?

The University Students' Council (USC) of Western University is a student-led governing body that represents the undergraduate students at Western University. A club that is ratified by the USC receives benefits including participating in Clubs Week, support in financial management, insurance coverage, access to space bookings, and other event support from the USC. The USC Clubs have responsibilities to the USC such as following Clubs Policy, fiscal responsibility of managing club funds, and following the Student Code of Conduct.

USC Clubs operate from September to April each academic year. Paid membership is applicable during this time and resets each year. Clubs that successfully resume in September abide by the following guidelines: maintain a membership base of 30 or more paid members, run four events throughout the year (not including the annual general meeting), run an approved election, upkeep documents such as the club constitution, AGM minutes, and annual budget and operate the club under the guidance of Clubs Policy and Best Practices.

Student Organizations Support (SOS)

The Student Organizations Support department is under the VP Student Services portfolio.

Student Community Manager - The Student Community Manager is available for your team for guidance and conflict resolution with the club. The Student Community Manager is responsible for signing contracts and agreements on behalf of the club. They also are chairs for the Clubs Governance Board and Clubs Advisory Committee.

Student Organizations Advisor - The Students Organizations Advisor reviews and approves event proposals, supports the club for large events and meets with execs to help executive successful events. The Student Organizations Advisor reviews sponsorship agreements and sets up contract agreements and invoices for sponsorship and vendor details for large-scale events.

Student Organizations Coordinator - The Student Organizations Coordinator reviews and approves trips outside of the City of London. The Student Organizations Coordinator reviews

reimbursement and payment requests and provides financial administrative support for the VP Finance.

Student Services Senior Manager - The Student Services Senior Manager oversees the Information Systems, Student Organizations Support, and Health Benefits departments.

We are located in Room 320, 3rd Floor, University Community Centre (UCC). Feel free to drop-in or schedule an appointment to meet with us (online or in person).

CLUB EXECUTIVE COMMITTEE

Executive Committee

The club's Executive Committee includes the four elected positions: President, VP Events, VP Finance, and VP Communications. The four elected positions are mandatory for each USC club and maintains undergraduate status for the academic year. Only one person per executive role. If there is a vacancy, a by-election is required and can be completed after Clubs Week.

In order to maintain a good standing as a USC-ratified club, the executives must ensure the following criteria must be met:

- ☐ Attend Clubs training (mandatory for the four elected positions)
- ☐ Submit an annual budget by October 15
- ☐ Hold an annual general meeting in the first semester. Upload AGM minutes
- ☐ Review the club constitution by November 15. Note, the club constitution does not need to be amended yearly but it is important to review the constitution annually. If changes are required, review the clubs constitution amendment procedure in Clubs Policy
- ☐ Hold four (4) general member events during the year (not including the AGM)
- ☐ Hold an election and provide a transition report by April 15

Clubs who do not satisfy these requirements may be put on probation for one year at the discretion of the Clubs Governance Board.

CLUB PRESIDENT - ROLES AND RESPONSIBILITIES

Oversee the executive team

As the leader of the club, the President would ensure that the executive team is knowledgeable about club operations and policy, best practices, and the club's code of conduct. Clubs Training in the beginning of September provides an overall view of USC club operations and there would be continued communication about the processes for clubs throughout the year.

Chair all meetings

The President would call a meeting with an agenda. Meeting minutes are required for the annual general meeting (AGM), executive meetings, and when the club plans to make a donation to a Canadian registered charity.

Vote in executive committee

The President would have one (1) vote in the executive committee and it is not transferable.

Signing authority

The President listed on the transition report would be listed as a signing officer and be granted signing authority for access to the club account and to process reimbursements and payments. Signing authority cannot be transferred to another executive.

Additional responsibilities:

- Executes the nomination and voting period for the Chief Returning Officer (CRO) for club executive elections
- Second reviewer for event proposals - when event proposals are being reviewed, the President is tagged in the proposal to review the event proposals as well as communicate with the clubs office about the process
- Additional roles and responsibilities may be added to the club constitution. Any updates to the constitution would have to be reviewed by the SOS department before a club vote and ratification.

VP EVENTS - ROLES AND RESPONSIBILITIES

Organize club programs, activities and events

Based on your club mandate in the club constitution, the VP Events works with the club executive team to create and host events that would give a meaningful experience for the general members and students on campus. Each USC club must host a minimum of four (4) club events a year, not including the AGM. It would be a good idea to work through a rough draft of planned events before the annual budget is submitted before October 15. A list of events at the AGM would showcase what the club is offering their general members throughout the school year.

What is considered an event:

- General members social
- General member meetings
- Events in collaboration with other USC Clubs
- Semi-formal
- Fashion Show
- Trips
- Retreats
- Operational expenses (using club funds)
- Merchandise order
- Table reservations
- Conferences
- Case competitions
- Online socials (gaming competitions)
- Prayer events
- Fundraiser
- Volunteer event

Event Proposal Submissions

An event proposal is used to track your club activities so it is important that you submit an event proposal with every activity, regardless if the event is in person or a group gathering. The event

proposal also gauges how your club is budgeting and using club funds. The event proposal is submitted for approval before purchases or payments are made.

Vote in executive committee

The VP Events would have one (1) vote in the executive committee and it is not transferable.

Signing authority

The VP Events listed on the transition report would be listed as a signing officer and be granted signing authority for access to the club account and to process reimbursements and payments. Signing authority cannot be transferred to another executive.

VP FINANCE - ROLES AND RESPONSIBILITIES

Manage the club's finances

The VP Finance works closely with the other signing officers (President and VP Events) to ensure that the club is in good financial standing and is fiscally responsible with the carryover balance of the club and the membership fees.

The VP Finance works with the VP Events to provide an event budget when submitting an event proposal for review and approval by SOS Staff. Events should operate to break-even or have a small profit. If events are held for general members or to budget at a loss, include the details and if there is money in the club account to securely operate the event with a small loss, it may be approved.

Annual Budget and Budget Documents

Annual Budget - The club's annual budget is due on October 15 and is uploaded to the club files. The annual budget provides an overview of what the executive committee is planning for the club activities along with possible expenditures such as operating expenses and merchandise. In the Documents folder, you can view past annual budgets and see how successful the club year was. A template is available to download and use on westernusc.ca/clubs.

Budget documents - Any internal budget documents can be kept in the club files. Event budgets (template available on westernusc.ca/clubs) are tied to an event proposal. An event budget is required to review how the club plans to generate revenue and offset expenses for an event.

General ledger requests

A general ledger is the club's monthly financial statement that is updated bi-monthly. Revenue (credits) and expenses (debits) are posted and a monthly net balance shows the change in the club's financial standing. As club money does not reset year-to-year, a carryover balance at the start of the year is the money available for the club before Clubs Week. To request a general ledger, email finance@westernusc.ca.

Request for Payment

Reimbursements for purchases or payments for vendors are through the Request for Payment Submission (RFP) form. Requests for Payment are only valid when an event proposal is submitted and approved by the SOS Staff prior to purchasing items or processing payments.

Submit reimbursements and payments through the Request for Payment Submission link:
<https://westernusc.forms-db.com/view.php?id=626316>

Criteria to have an approved reimbursement processed quickly:

1. A club event proposal is submitted with an event budget - this includes non-physical events such as merchandise or other operational expenses (faculty councils will be advised if they need to submit an event proposal)
2. The event proposal was approved by the Clubs office to make the purchase or process payment
3. The form is signed by two signing officers (President, VP Events, or VP Finance - but you can't sign off on their own reimbursement)
4. Complete receipts or invoices are uploaded showing the company name, date, items purchased and amount in Canadian dollars
5. Payment details - Name of Payee and preferred method of payment. E-transfer payments must have auto-deposit on
6. A notification will be sent to the submitter to track the progress of payment. If more information is required, an email will be sent.

Vote in executive committee

The VP Finance would have one (1) vote in the executive committee and it is not transferable.

Signing authority

The VP Finance listed on the transition report would be listed as a signing officer and be granted signing authority for access to the club account and to process reimbursements and payments.

Signing authority cannot be transferred to another executive.

Additional responsibilities:

- Manage the club's Finance team
- Coordinate sponsorship proposals, contract and invoice requests
- Deposit cash and cheques at the USC finance office
- Apply for grants or funding
- Keep track of membership refunds, operational expenses, and budget events for profit or break-even
- Update monthly balances - request general ledger on a timely basis
- Maintain good financial standing for club succession

VP COMMUNICATIONS - ROLES AND RESPONSIBILITIES

Records votes and minutes of all meetings

One of the first meetings is usually the annual general meeting (AGM) where new members and non-members interested in joining the club may attend. Notice is given by the club president and the VP Communications can take minutes and votes.

Here is a suggested structure for minutes for meetings:

- Key elements include:
 - Date, time, location, attendees (sign in sheet or QR code), and purpose of the meeting
 - Agenda
 - Discussion points - events, finances, membership, by-election, etc.
 - Approval of previous meeting minutes

- Upcoming action items
- Signatures for approved minutes
- As per Club Policy: The President will chair all meetings and the VP Communications will record votes and minutes of all meeting and give notice for all meetings
- The AGM meeting minutes will be uploaded to the club files
- <https://www.ontario.ca/page/running-effective-board-and-committee-meetings#2c> is a guideline for recording meeting minutes
- A link is available to track attendance:
<https://westernusc.forms-db.com/view.php?id=527941>

Vote in executive committee

The VP Communications would have one (1) vote in the executive committee and it is not transferable.

Additional responsibilities:

- Manage the club's Communications team
- Internal communications (e.g. meetings and minutes)
- External (social media, collaboration with other USC clubs, sponsorship outreach)
- Marketing campaigns and monthly newsletters
- Promotional content
- Social media pages maintenance
- Branding consistency

CLUB EXECUTIVES TASK LIST

Summer (June to August)

- Receive clubs email password (President)
 - Access to submit event proposals (President, VP Events, VP Finance, VP Communications)
 - Review and upload documents, if any - constitution, annual budget, AGM minutes (President, VP Events, VP Finance, VP Communications)
-

- Register for Clubs Week (President)
- Purchases related to Clubs Week can be expensed after an approved event proposal (President, VP Events, VP Finance)

Fall (September to December)

- Attend mandatory Clubs Training (President, VP Events, VP Finance, VP Communications)
- Pay for club membership (President, VP Events, VP Finance, VP Communications)
- Clubs Week
- Submit annual budget (due October 15) on (VP Finance)
- Hold annual general meeting and submit minutes to the club files (President, VP Communications)
- Submit event and sponsorship proposals (VP Events - can also be other executives)
- Review club finances (President, VP Events, VP Finance)
- Submit reimbursement requests for semester 1 (VP Finance)

Winter (January to March)

- Clubs Week 2 registration (President)
- Review paid memberships to ensure thirty or more paid members (President, VP Communications)
- Attend club elections workshop (President, CRO)
- Nomination and voting for CRO (President, VP Communications)
- Nomination and voting period for Club Executives (CRO)
- Submit transition report (CRO)

Spring (April to May)

- Finalize all club tasks (President, VP Events, VP Finance, VP Communications)
- Submit remaining reimbursement requests (President, VP Events, VP Finance)
- Spring Training for incoming club executives (incoming President, VP Events, VP Finance, VP Communications)

NON-ELECTED EXECUTIVES

Internal Executive Positions

Internal executives positions can support the main executives in club operations. They do not hold signing authority and are generally not the first point of contact for vendors and suppliers that require the use of club funds. Internal positions can be hired or elected and can consist of undergraduate and graduate students. They must also be paid members of the club. Some internal positions may include:

- Sponsorship
- Administration
- Promotion
- Internal / External
- Directors
- Education
- Marketing
- Social Media
- As listed in the club constitution

Internal executive positions may hold one vote in the executive committee only if they have an undergraduate status. Graduate students can hold an internal position but are ineligible to hold a voting position.

Note on External Affiliation

Some USC Clubs have an external affiliation that is confirmed in the club constitution. External affiliations are any group or people not part of the University Students' Council. If there is an addition to the external affiliation, an external affiliation form must be completed for review. External affiliates do not have access to the club account and clubs would adhere to the USC Clubs Policy, not the external affiliation's rules and regulations.

CLUB OPERATIONS REQUIREMENTS

Clubs Week Registration

In August, an email will be sent to club presidents to register for a space at Clubs Week. Those who do not register in time may not have availability to a spot. The registration will include:

- Name of Club
- Membership Fee
- Club Logo and Description
- Display materials for review (no third party advertising)

Club Email

In the summer, the president will receive a password to the club for your.club@westernusc.ca. This email should be protected and this gives you access to the club's history of email communications. It is recommended that emails are sent through this club email rather than personal or an individual group email. General ledgers requests are sent by signing authority Western email as a two-part verification.

Signing Authority

The President, VP Events, and VP Finance are assigned as signing officers and are granted authority to access and review club funds. The general ledger is a balance sheet that keeps track of inflows and outflows. The club finance history can span years and can be given to the signing officers on request. The club account number is also accessible with the club general ledger and this information is used for reimbursements and USC department billing.

In addition to Clubs Training, signing officers can review the Clubs Finance Manual to follow processes and procedures according to club policy and best practices. The signing officers have a fiscal responsibility to the club to maintain good standing.

Executive Club Membership Payment

Club Executives are not exempt from paying their club membership and must pay their individual membership dues before the deadline of February 15 each academic year.

Club Constitution

Clubs Policy was updated in 2023 and this included an update to all club constitutions. The Constitution Template is found in Clubs Policy. Review your club Documents folder and ensure that the latest ratified constitution is dated 2023. Any updates to the constitution must be sent to the SOS department for review and approval.

Annual General Meeting

Every year there is a mandatory annual general meeting and the minutes are uploaded to your club files. You can review the key elements to hold an annual general meeting:

<https://westernusc.ca/wp-content/uploads/2024/10/USC-Best-Practices-2024.docx.pdf>

Annual Budget

The club's annual budget is updated annually and uploaded to the Documents section in your club files. An annual budget template is available on westernusc.ca/clubs in the Clubs Finances section.

Event Proposals

Any club activity requires an event proposal submission. Event proposals include meetings, large-scale events, merchandise, trips, website fees, etc. Event proposals allow the SOS department to review and approve club operations and spending to ensure that proposed activities align with Clubs Policy.

Elections and By-elections

Elections for the new executive committee are held after Spring Reading Week and before final exams. The four executive positions are mandatory positions for each club. If there is a vacancy, a by-election can be held. The CRO submits an executive transition report and the SOS staff will verify the elections.

Club Finances

Although the VP Finance is responsible for financial record keeping and reviewing the general ledger, the President and executives can ensure that the club finances are fiscally sound. Additional club finance resources are available to review at westernusc.ca/clubs under Club Finances.

Membership Retention

Clubs maintain a membership base of thirty (30) paid members to avoid the possibility of de-ratification. If a member plans to run in a club election, they must be a paid member of the club prior to the nomination period. Members who are unpaid will not be eligible to hold an elected position.

Social Media Usage

Refer to the Social Media Policy on the USC Policy Packet on westernusc.ca. Only approved events are permitted on club social media accounts. This includes any sponsorships and charitable donations. It should be clear when promoting an event that it is a standalone club event. Collaborative events with other clubs should have event proposals. If you are promoting an event that is not a club event, it should be clear and indicate this event does not involve member participation.

CLUB POLICY

<https://westernusc.ca/wp-content/uploads/2024/10/CLUBS-POLICY-MANUAL.pdf>

The Club Policy contains the recommended structure for operating as a USC-ratified club. This includes the club code of conduct, constitution amendment, event approval procedures, financial

procedure, and election procedures. We recommend that you familiarize yourself with this policy and if you have any questions, you can meet with one of the SOS staff for more information.

BEST PRACTICES

<https://westernusc.ca/clubs/club-resources/>

The Best Practices document provides additional information and resources for running successful events. This will include information about advertising, food and beverage, fundraising, grants, transportation, and sponsorships.

EXECUTIVE SUCCESSION

Elections and By-elections

Refer to the Club's Election Procedure in Clubs Policy.

Resignation

If an executive decides to resign from a position, the executive would email the Student Community Manager and submit the resignation. A vacancy will then be filled through a by-election held by the club's CRO.

RESOURCES

USC Website

- USC Clubs: westernusc.ca/clubs
- Grant Applications: <https://westernusc.ca/services/grants-and-recognition/#grants>
- USC Executive Committee: <https://westernusc.ca/who-we-are/#studentexec>

Links

- USC Information Systems Portal: <https://westernusc.freshservice.com/support/home>
- Rubric - hellorubric.com

Email and Social Media

- Student Organizations Support team email: clubs@westernusc.ca
- Instagram: @clubsusc