

CLUBS & ASSOCIATIONS

CLUBS AND ASSOCIATIONS DEPARTMENT POLICY

Purpose

The purpose of this policy is to provide a framework for students wishing to come together formally and establish themselves as a club or association. This policy clarifies the obligations and responsibilities of parties involved on both the Waterloo and Brantford campuses.

All club and association activities must be compliant with all policies stated herein and in the event of any conflict between the Students' Union policy and club constitutions, the Students' Union clubs policy will take precedence.

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Operating Policies

1. Clubs and associations resources must be utilized in a manner that ensures all funded activities are prudent, ethical and legal;
2. Resources will exclusively fund undergraduate students;
3. Resources will not be spent directly or indirectly on alcohol or alcohol related events;
4. All off campus events and international travel must be registered and approved with the Students' Union Clubs and Associations Department;
5. Clubs and associations must be ratified and in good standing to be eligible for resources and funding;
6. Clubs and associations will not fund activities, equipment or events that contribute to course credit requirements for undergraduate students;
7. Zero based not-for-profit budget logic is required for all Students' Union clubs and associations;
8. Clubs and associations will not have any type of off campus banking system, including but not limited to: bank, personal banking system, shoe box with money in it, safe in an office, etc. ALL funds will be circulated within the Students' Union banking system. There are no exceptions;
9. Clubs and associations may not purchase capital assets (e.g. cameras) of any kind unless an exception is approved by the (A)VP: Clubs & Associations;
10. No club or association can sign a contract of any kind. Any contracts must be reviewed and approved by the Students' Union Clubs and Associations Department, and only full-time staff can sign an approved contract. Contracts include but are not limited to;
 - a. Catering;

- b. Venue;
 - c. Entertainment;
11. Clubs and associations must adhere to all university policies and the Student Code of Conduct;
12. Active club or association status and funding is a **privilege** and not a **right**.

Membership of Clubs and Associations

1. All undergraduate students of Wilfrid Laurier University are eligible for club membership. A club will be permitted to restrict its membership only in a limited number of cases where such limitation is necessary to avoid a complete undermining of the club's mandate. All restrictions must be approved by the (A)VP: Clubs & Associations;
2. Mandatory membership fees of any kind are not permitted. Clubs and associations will only be permitted to charge a fee if the member receives a direct and tangible benefit for their financial contribution and has the option to pay or not (example: pay \$5 to join the club and get a t-shirt, or just join the club for \$0 cost). Students choosing not to pay the fee will be considered non-paying members of the club and may not receive the direct and tangible benefit but will have full access to club activities;
3. Faculty, staff, graduate students and members of the community-at-large may be recognized as club members so long as they do not benefit from the funding provided by the Clubs and Associations Department. These members may not hold executive positions and may be restricted in participating in certain events as determined by the Students' Union. These members will also not count toward the minimum membership levels of clubs (Waterloo: 20 members, Brantford: 10 members);
4. The membership of any club or association will be no fewer than 20 members on the Waterloo campus and 10 members on the Brantford campus. Exceptions may be approved by the (A)VP: Clubs and Associations.

5. It is strongly recommended that all club presidents have a GPA of 5.0 or higher. If a president does not have a GPA of 5.0, they are encouraged to utilize the university's academic assistance programs in order to raise their GPA. More information can be provided by the (A)VP: Clubs & Associations;

Club Approval

1. The Clubs and Associations department will accept new club applications for clubs during designated points of the year (spring, fall and winter terms);
2. In order to be considered for approval, a club must submit proper documentation (constitution and membership list) to the (A)VP: Clubs and Associations;
 - a. Upon approval the club or association will be sent budgeting information and the budget form;
3. All returning clubs must submit a new membership list as well as sign to acknowledge their clubs constitution each academic year, and following approval, a budget must also be submitted;
 - a. A club that does not submit the proper club renew forms (including a membership list and year end evaluation) by the deadline stated by the (A)VP: Clubs and Associations will not be guaranteed club status or funding for the year
4. A club may be recognized as an official club or association under the conditions that it:
 - a. Opens its general membership to all undergraduate Laurier students;
 - b. Intends to carry-out activities that do not violate any federal or provincial laws, municipal by-laws, or university regulations and that do not infringe upon the rights and privileges of others;

- c. Has a mandate that is not duplicated by any other club, association or existing group at each respective Laurier campus;
 - d. Defines a purpose that does not oppose or mimic the existence of another club or department on campus;
 - e. Completes and submits proper documentation by the designated date;
 - f. Has a pre-determined president and at least two executive members, one of which is a finance executive;
 - g. Effectively maintains club finances so money is managed in an responsible manner;
 - h. Provides value to the Laurier community and all participants of the club or association.
5. The Clubs and Associations Department will not ratify any club or association that practices any form of coercive techniques on their membership, nor any clubs or association that are found to be associated with an outside body which practices coercion or knowingly violates any of the procedures contained herein;
 6. The Clubs and Associations Department will not recognize any club that practices discrimination of any kind in the acceptance of its members, the Laurier community, or the community-at-large;
 7. In order to be approved as a faculty-affiliated club, the majority of members (50% of the overall membership plus one) must belong to the respective faculty;
 8. Clubs or associations must run at least two programmed events and/or activities per year (one per term), one of which is open to all Laurier students
 - a. A programmed event or activity shall be defined as the following:
 - i. Planned in detail by the club or association;

- ii. Scheduled and publicized in advance.
- iii. Submitted and approved by the Clubs & Associations department via the events form

Active Status

1. All Clubs or associations, both new and returning, must complete and submit the required documentation in order to be considered an active club for the academic year;
2. Any club inactive for three consecutive terms is to be considered dissolved.
3. If a club that has remained inactive for a period of two consecutive academic years still has rollover money in their generated account, that money will be emptied out of the account and reallocated at the discretion of the (A)VP: Clubs and Associations. Possible options include but are not limited to:
 - a. Donation to a charity or non-profit organization that aligns with the club's mandate
 - b. Allocation to the Clubs and Associations special event funding
 - c. Allocated to another existing or newly registered club that has a similar mandate to the inactive club
 - d. Used as a prize when clubs participate in departmental events (e.g. prize for winning the annual food drive, prize for Clubs Fair activities)
 - e. Allocated towards shared resources needed in the Campus Clubs Resource Centre

Club Constitution and Club Executive

1. Each club or association is required to have a constitution that meets the following minimum requirements:

- a. Is approved by the (A)VP: Clubs and Associations;
- b. Clearly states that the club or association is not an agent or representative of the Students' Union and its views and actions in no way represent those of the Students' Union;
- c. Clearly outlines the following areas:
 - iv. Name of the club
 - v. Purpose/mission statement
 - vi. Membership criteria, roles and duties
 - vii. Executive positions and duties
 - viii. Meeting requirements and procedures
 - ix. Election procedures/succession planning
 - x. Amendments to constitution
 - xi. Disciplinary procedure
2. In addition to a president, each club or association must have at least two executive members, one of which must be a finance executive;
3. The list of club executives must be provided within the clubs membership list with specific position titles
4. A complete membership list with specific position titles must be submitted at the end of the academic year in order to approve co-curricular record requests.
 - a. Failure to submit proper documentation by the date outlined by the (A)VP: Clubs and Associations will result in denial of all CCR requests for said club.

Events

1. All club and association events must be directly related to the club or association's purpose/mandate;
2. On campus events require the club or association to complete and submit an on campus event form, as well as any and all necessary waivers or addition forms, at least (1) week prior to the event date;
3. Off campus events require the club or association to complete and submit an off campus event form, as well as any and all necessary waivers or additional forms, at least three (3) weeks prior to the event date;
 - a. If a club does not submit the required forms in the required time frame prior to their event, permission and funding for the event may not be granted
4. If an event is being put on in conjunction with another university or organization, the (A)VP: Clubs and Associations must receive a funding breakdown explicitly stating what each party is responsible for funding;
5. All club and association licensed off campus events are limited to only Laurier students and their guests. The location must be securely sectioned-off and no public patrons are permitted at the event with the exception of venue staff members on-shift;
6. Events cannot be centered around the consumption of alcohol (e.g. Brick Brewery tour, pub crawl etc.);
7. On campus licensed events can be held in Wilf's or Turret on the Waterloo campus and at Williams on the Brantford campus and must be approved by the Clubs and Associations Department on each respective campus and organized according to Clubs and Associations regulations and guidelines;
8. On campus events must be reported to the Clubs and Associations Department at least (1) week prior to event date;

- a. This process is started by completing the on campus event form.
 - b. If a club needs a space on campus booked, they must do so by filling out the Clubs and Associations booking form;
9. International travel must be reported to the Clubs and Associations Department at least ninety (90) days prior to travel date;
- a. This process is started by completing the off campus event form;
 - b. Participant waivers and forms will need to be completed and submitted before travel or permission and funding may not be granted.

Privileges of Recognized Clubs and Associations

1. Upon ratification, a club or association is entitled to access certain services provided by the Students' Union and Laurier. These include:
 - a. Official listing as a club or association with the Students' Union;
 - b. Member recruitment;
 - c. Use of University facilities, subject to regulation of the administration (e.g. audio-visual, bookings) and existing agreements between the University and the Students' Union for provision of facilities and services;
 - d. Participation in Get Involved Fair, clubs promo fair, and any other promotional clubs and associations department events;
 - e. Ability to attend all Clubs and Association Department-run events and workshops;
 - f. Assistance in preparing financial statements;

- g. Assistance and support with club events, general inquiries, club finances and general club issues from the Clubs and Association department staff and volunteers;
- h. Access to funding provided by the Students' Union or an affiliated faculty;
- i. Promotion of events using the marketing resources provided by the Clubs and Associations Department;
- j. Mail, faxes and other forms of communication sent in care of the Students' Union;
- k. Storage for posters and small club items on a first come first serve basis within the Clubs and Associations Resource Centre;
- l. A page on the clubs.yourstudentsunion.ca website;
- m. Ability to obtain permission from the proper authorities for the names Wilfrid Laurier University and the Students' Union, as well as the Hawk logo;
- n. A bookable space for meetings and access to the Clubs and Associations Resource Centre;
- o. Inclusion in the Students' Union liability insurance policy program.

Responsibilities of Recognized Clubs and Associations

1. Every approved club or association agrees to observe important responsibilities to the Students' Union of Wilfrid Laurier University and to its own membership. These responsibilities include but are not limited to:
 - a. Undertake prudent, ethical, and legal financial dealings;
 - b. Adhere to the purpose and mandate as stated in the club or association's constitution;
 - c. Inform the (A)VP: Clubs and Associations of any sponsors the club or association plans to bring onto campus or with which to develop a relationship by submitting, for approval, a sponsorship and donation form;
 - d. Reply to all correspondence from the Clubs and Associations Department staff and/or volunteers within 48 hours;
 - e. Mandatory attendance at all Clubs and Association President meetings;
 - f. Hold at least one general meeting of members per active term;
 - g. Seek approval of the (A)VP: Clubs and Associations before using the Students' Union or Laurier logo;
 - h. Abide by all Students' Union and University policies and procedures
 - i. Ensure all advertising and promotional material adhere to the guidelines outlined in the Laurier Poster Policy and are approved by the Students' Union staff prior to being stamped by the Dean of Students Office (Waterloo) and U Desk (Brantford);
 - j. Have all advertising and publications clearly and prominently stating the name of the club or association publishing the material;

- k. Not willfully misrepresent or slander the Students' Union or Wilfrid Laurier University;
- l. Complete the events form three (3) weeks prior to any event and prior to any promotion of the event;
- m. Maintain an up-to-date list of all members and executives, including MyLaurier emails and specific positions of the club members, which must be provided to the (A)VP: Clubs and Associations upon request and at application period;
- n. Not sign contracts of any kind on behalf of their club or association. All club or association contracts may only be signed by the VP: Clubs and Associations;
- o. Notify the (A)VP: Clubs and Associations of any affiliation with third parties (e.g. national chapters) and any potential conflicts of interest that may arise from those affiliations;
- p. Not conduct any activities that fail to adhere to the rules of the Alcohol Gaming Commission of Ontario (AGCO). This includes but is not limited to; gambling, raffles, 50/50 draws, etc.;
- q. No club or association is permitted to publically promote any referendum stance or candidate in the Students' Union electoral process. No club or association shall use their privileged access to spaces on campus, resources or funds (budget or club generated) to support a referendum stance or candidate;
- r. Provide the Clubs and Associations Department completed forms and waivers, if required, for an event. These must be signed and completed in full for all event participants. The event organizer must ensure that all event participants understand and agree to the waiver;
- s. Report any intended international travel (including the USA) to the Clubs and Associations department on the appropriate campus at least ninety (90) days prior to the departure date;

- t. Seek approval of the (A)VP: Clubs and Associations prior to booking any university space for third party usage;
- u. Fill out an activity form for each term (spring, fall and winter), if active, and send to the (A)VP: Clubs and Associations by the assigned date each term;
- v. Ensure any items for direct sale clearly state any profit margin (if known) and where the profit will go (e.g. \$2 from sale of each shirt go to X charity, or 15% of all sales support the club's annual event, etc);
- w. Abide by the office etiquette policy which consists of:
 - i. Be respectful of all Students' Union club volunteers, club members, and staff members;
 - ii. Keep the Campus Clubs Resource Centre organized and tidy;
 - iii. Act in a professional manner at all times in the Students' Union office or in another office space on campus (eg: Resource Centre).
- x. All clubs and associations' social media accounts are required to abide by the Students' Union social media policy, and members will be required to remove and/or retract any content deemed unacceptable by the (A)VP: Clubs and Associations;

Note: failure to comply with responsibility/policies/procedures will result in disciplinary measures being taken

Social Media

1. All clubs and associations shall;
 - a. Not post content that does not act in accordance with the Wilfrid Laurier University Harassment & Discrimination Policy, The Gendered and Sexual Violence Policies & Procedures, and the Student Code of Conduct. This includes, but is not limited to, content that is inaccurate, graphic, hostile, threatening, abusive, sexist, racist, homophobic, or transphobic;
 - i. *Graphic imagery* is defined as anything depicted in a realistic or vivid manner that can cause a strong negative reaction;
 - ii. Graphic imagery includes, but is not limited to, inappropriate depictions of the human body or anything inside of the human body, violence, gore, death, nudity and pornographic imagery.
 - b. Not advertise or promote anything illegal;
 - c. Not use Wilfrid Laurier University's name, official logo, or The Hawk attached to anything that has not had prior approval from the University;
 - d. Understand that, adhering to the above guidelines, I am encourage to create content that reflects the brand of my club;
 - e. Understand that, adhering to the above guidelines, I am encouraged to engage in social media in a manner that is authentic to my brand, which does not negatively affect the Students' Union or Wilfrid Laurier University's brand;
 - f. Understand that if I request content to be posted on official Clubs and Associations social media profiles (including websites and blog posts) on behalf of my club, that I am responsible for;

- i. The accuracy of information posted;
- ii. Providing the materials to be included in the post (videos, photos, links, etc.);
- iii. Giving at least two days' notice of when the post should be shared.

Club Financing and Budget Approval

2. All clubs and associations shall:
 - a. Utilize the Students' Union finance department for all financial dealings;
 - b. Hold all monies within a registered bank account held within the Students' Union;
 - c. Ensure an up-to-date record of all club and association spending.
3. All revenue taken in by a club must be deposited into the Students' Union banking system with its funding source clearly indicated as soon as possible (no later than the next business day);
4. Each approved club or association will be given a budget account and generated account and these are the only banking systems any club or association can use;
5. Club and associations may apply for Special Event Funding in the case that additional funding is needed for an event that does not typically occur on an annual basis and that is open and accessible to all Laurier students;
6. The Clubs and Associations department reserves the right to conduct reviews of any club or association ratified by the Students' Union at any time in order to determine the integrity of the finance and general operation of the club or association;

7. Clubs or associations must adhere to the May 1st to April 30th fiscal year as adopted by the Students' Union and the university;
 - a. Clubs that do not submit all of their reimbursement requests by the last day of classes of the Winter term, as stated by the WLU Undergraduate Academic Calendar, are not guaranteed to receive their reimbursement
8. Clubs or associations shall be solely responsible for payment of any expenditure charge to their account that is in excess of the funds provided by the Students' Union or the affiliated faculty;
9. Clubs or associations requesting to amend their budget must complete the budget amendment form and submit it to the (A)VP: Clubs and Associations;
10. Clubs or associations that are not in good standing in accordance with the Clubs and Associations Policy will not be eligible for funding distribution;
11. Budgets will be approved on a year-to-year basis. A club or association who received a certain amount one year is not guaranteed that amount in future years;
12. Budgets for each year may reflect the spending that occurred by the given club or association in past years (e.g. If a club spent no budget money in previous years, they may not be granted as much funding in future years);
13. A club or association that has not spent any of its budget money by the start of the second term (winter) may be asked to provide a revised budget outlining its intended use of the funds for the remainder of the year. Failure to provide an adequate budget may result in the loss of budget funds;
14. Clubs or associations may not purchase capital expenditures without the approval of the (A)VP: Clubs and Associations.
 - a. Approved capital assets must be returned to the (A)VP: Clubs and Associations at the end of the academic year to ensure

said assets are passed down to the club in subsequent years

15. Clubs or associations may not roll-over any funds provided by the Students' Union or their faculty association to subsequent academic years;
16. Clubs or association's generated bank accounts will be rolled over to the next academic year if they apply by the deadline determined by the department, on each respective campus. These funds must be spent in the next academic year unless otherwise approved.

Funding Distribution Procedure

1. All funding will be distributed by the Students' Union to individuals for evidence based reimbursement, or to third party service providers who have provided valuable goods or services to the given club or association;
2. All receipts for expenses that are to be paid to the club must be provided to the Clubs and Associations Department for approval. All expenses must be verified via detailed receipts and proof of purchase;
3. Reimbursements requests require the signature of the club president if a Students' Union club, the signature of the faculty association president of a Faculty based club with AUS, FOSSA, WLUMA, LAZSOC or EDSOC or the signature of the president of a Faculty or Program Association (Brantford);
4. Reimbursement requests must be submitted within thirty (30) days of expense being purchased. Failure to do so may result in an inability to receive the full reimbursement;
5. Reimbursement requests must be submitted by the deadlines stated by the (A)VP: Clubs and Associations;
6. Only the student whose cheque or petty cash is being reimbursed is able to pick up the cheque or petty cash. A valid student card must

- be shown to pick up any reimbursements. Exceptions may be made with approval by the (A)VP: Clubs and Associations
7. Club or association members that have submitted reimbursement requests have from May 1st of that year until April 30th of the following year to pick up their reimbursements.
 - a. Reimbursements that have not been picked up by the required date will be written off.

Partnerships with Outside Organizations

Clubs that are operating with the backing of an outside organization are required to;

1. Relay the contact information of their main contact within the organization to the Students' Union;
2. Follow proper donation protocol to any money going in to their club account from the organization, as well as leaving their club account to the organization;
3. Provide documentation solidifying the official partnership between the club and the organization including, but not limited to;
 - a) Donation procedure
 - b) Expectations of both parties
 - c) Naming/logo rights

Donation Procedure

1. Clubs or associations making a donation can only do so to registered charitable and non-profit organizations and must be approved by the (A)VP: Clubs and Associations.
2. Any club that chooses to make a financial contribution to a third party charity must declare their intention to do so during the budgeting process;

3. No Students' Union or faculty funding may be donated to a third party; all donations must be revenue raised by the club or association;
4. Activities run by any club or association cannot solicit donations which are mandatory or perceived as such (eg. Attaching a donation to promotional material). Discretionary authority for this definition is left to the (A)VP: Clubs and Associations.
5. Sponsorship agreements must be sign off by the (A)VP: Clubs and Associations or the Director of Student Experience

Sponsorship Procedure

1. All clubs or associations are actively able to pursue and receive sponsorship from third parties in the form of a financial contribution or material goods;
2. All clubs or associations receiving sponsorship must be able to offer a contribution, service or benefit in return;
3. Clubs or associations may not solicit donations on campus;
4. All clubs or associations receiving sponsorship and/or donations must submit for approval through the donation and sponsorship form to the Clubs and Associations Department.

Transition Policy

1. Clubs or associations in good standing who can demonstrate a plan for continued activity into the next fiscal year can apply for reinstatement prior to the date determined by the departments on each respective campus;
2. A club or association must provide the Students' Union with updated contact information in the form of a membership list comprised of at least:

- a. Twenty (20) members for Waterloo based clubs and ten (10) members for Brantford based clubs
 - b. Mylaurier email addresses for each member
 - c. Position titles for each member
 - d. Faculty (for faculty based clubs ONLY)
3. If a club cannot reach the minimum membership number, exceptions can be made only with approval by the (A)VP: Clubs and Associations
 4. Club or association presidents and executives have the responsibility to transition the incoming president and executive team for the club or association for the following year. This includes but is not limited to: transition meetings, binder of documents from the past year, constitution and membership list passed on to the new president.

Disciplinary Procedure

1. All Students' Union clubs and associations will be subject to the following disciplinary actions if seen to be in violation of any of the Students' Union policies as outlined in this document;
 - a. A three (3) level model (outlined below) will be applied as a disciplinary structure for the Students' Union clubs and associations;
 - b. The model is incremental for each subsequent violation, and subsequent infractions may result in a permanent loss of official club status;
 - c. Should an infraction to the policy be deemed to be extreme, the department reserves its right to escalate a step(s) in the model.

Level One Violation

1. A level one violation will result in a meeting with the (A)VP: Clubs and Associations. The meeting will be documented and will remain on file for a minimum of a three year period;
 - a. Examples include but are not limited to: failure to submit mandatory documents, failure to attend mandatory meetings, failure to respond to emails within 48 hours;

Level Two Violation

2. A level two violation will result in a meeting with the (A)VP: Clubs and Associations and the Director of Student Experience. A sanction will be applied to the club status, which may include suspension for up to a maximum of one full academic year. The meeting will be documented and will remain on file for a minimum of a three year period;
 - a. Examples include but are not limited to: not reporting off campus events, failure to complete required waiver forms, verbal abuse or department members, mismanaging club funds and holding and overdraft balance in either club account (budget or generated);

Level Three Violation

1. A level three violation will result in a meeting with the (A)VP: Clubs and Associations and the Director of Student Experience. A review will be conducted, possibly resulting in permanent loss of club status. The meeting will be documented and will remain on file for a minimum of a three year period;
 - a. Examples include but are not limited to: knowingly running events that break policy, operating events or communicating events that violate the Clubs and Associations policy, holding an off-campus bank account, submitting fraudulent finance information, withholding club funds;

Governance

1. Should a club or association decide to appeal a decision, or apply for special event funding, a hearing will be scheduled with the Clubs and Associations governance committee, in which a vote will be cast to decide the outcome;
 - a. All decisions made by the governance committee are final; more than one appeal for the same case will not be granted
 - b. Should the governance committee vote result in a tie, the governance coordinator will make the final decision