

# CLUBS & ASSOCIATIONS

## **CLUBS AND ASSOCIATIONS POLICY**

Approving Authority: Nelly Song, VP: Clubs & Associations

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## **Introduction**

Every undergraduate student is a member of the Students' Union and eligible to participate in, or form, a club or association.

## **Application and Scope**

This policy applies to all Students' Union clubs, faculty/program associations, and their members.

## **Definitions**

- **Academic term** means the Fall, Winter, or Spring/Summer semesters as defined by the Wilfrid Laurier University Undergraduate Academic Calendar.
- **Academic Year** means the three terms beginning in September 1<sup>st</sup> and ending August 31<sup>st</sup>
- **Capital expenditures** mean non-consumable resources kept by a club for future years;
- The **Governance Committee** is comprised of a Coordinator, a Team Lead and 4 general volunteers, and is responsible for the approval of new club registrations, the approval and dissemination of club funding, and adjudicating special events funding.
- **Non-Student Union Funding** means any funding received from a third-party external to the Students' Union or any affiliated faculty or program.
- **Special Event** means any new event run by a campus club that, by nature, does not generally occur on an annual basis.
- **Undergraduate Calendar** means the Wilfrid Laurier University Academic Calendar, hereinafter referred to as "Undergraduate Calendar."

## **1. Membership**

- 1.1. All Wilfrid Laurier University undergraduate students are eligible to be members of Students' Union clubs or associations.
- 1.2. Faculty association or faculty-affiliated club memberships must include a majority (50% plus one) of students from that faculty;
  - 1.2.1. Executive members of faculty associations must be students registered in programs of study in that faculty, as defined by the Undergraduate Calendar.
- 1.3. Clubs/associations must maintain a membership of at least twenty (20) undergraduate student members on the Waterloo campus, and ten (10) undergraduate student members on the Brantford campus.

- 1.4. Any membership restrictions not outlined in this policy must be approved by the (A)VP: Clubs and Associations.
- 1.5. Mandatory membership fees of any kind are prohibited.
- 1.6. Supplementary club/association fees may only be sought:
  - 1.6.1. With the prior approval of the (A)VP: Clubs and Associations obtained through the completion of the "Petition for Supplementary Club/Association Fee";
  - 1.6.2. If the fee is optional;
  - 1.6.3. If the member receives a direct and tangible benefit for their financial contribution.

## **2. Benefits of being a recognized Club or Association**

- 2.1. Active clubs and associations are eligible to access certain services provided by Wilfrid Laurier University and the Students' Union, including:
  - 2.1.1. An official listing as a club or association with the Students' Union;
  - 2.1.2. Inclusion in the Students' Union liability insurance policy program;
  - 2.1.3. A personalized page on [clubs.yourstudentsunion.ca](http://clubs.yourstudentsunion.ca);
  - 2.1.4. Bookable space for meetings and access to the Clubs and Associations Resource Centre;
  - 2.1.5. The use of university facilities, subject to Wilfrid Laurier University's [Booking of University Space and Facilities policy \(4.10\)](#) and existing agreements between the University and the Students' Union;
  - 2.1.6. The ability to obtain permission from the proper authorities to make use of certain names and logos, including but not limited to:
    - 2.1.6.1. Wilfrid Laurier University;
    - 2.1.6.2. The Students' Union;
    - 2.1.6.3. The "Hawk";
  - 2.1.7. Participation in the "Get Involved Fair," clubs promotion fairs, and any other promotional initiatives undertaken by the Clubs and Associations Department;
  - 2.1.8. Attendance at any events or workshops facilitated by the Clubs and Associations Department;
  - 2.1.9. Access to funding provided by the Students' Union or an affiliated faculty/program association;
  - 2.1.10. Promotion of events using the marketing resources of the Clubs and Associations Department;
  - 2.1.11. Assistance with club or association finances, including preparing financial statements;
  - 2.1.12. Access to mail, and other communications resources in the offices of the Students' Union, subject to the approval of the (A)VP: Clubs and Associations;

- 2.1.13.** Limited storage for club or association materials in the Club and Associations Resource Centre, subject to the approval of the (A)VP: Clubs and Associations;
- 2.1.14.** Other Clubs and Associations Department assistance and support with events, activities, etc.;
- 2.1.15.** The facilitated use of a Students' Union corporate credit card as a payment option, subject to the approval of the (A)VP: Clubs and Associations.

### **3. Starting a Club/Association**

- 3.1.** The (A)VP: Clubs and Associations will provide the final approval for all new clubs.
- 3.2.** All Wilfrid Laurier University undergraduate students are eligible to submit a new club/association application.
- 3.3.** New club/association applications are accepted during the club application period, at the beginning of the Fall and Winter academic terms, and by a specific deadline set by the (A)VP: Clubs and Associations.
- 3.4.** New club/association applications must include:
  - 3.4.1.** A constitution approved by the (A)VP: Clubs and Associations, which outlines:
    - 3.4.1.1.** Name of the club or association;
    - 3.4.1.2.** Purpose or mission statement;
    - 3.4.1.3.** A disclaimer stating that while governed by the policies and procedures of the Students' Union, the views and actions of the club/association are not representative of the Students' Union;
    - 3.4.1.4.** Executive positions, member roles, and portfolios;
    - 3.4.1.5.** Meeting requirements and procedures;
    - 3.4.1.6.** Election procedures and succession planning;
    - 3.4.1.7.** Amendment procedures.
  - 3.4.2.** Membership list.
- 3.5.** In order to be ratified, all potential club/associations must:
  - 3.5.1.** Open general membership to all Wilfrid Laurier University undergraduate students, subject to certain exemptions of faculty/program associations as determined by the (A)VP: Clubs and Associations;
  - 3.5.2.** Add value to the Laurier community by serving a unique purpose or role not already available through an existing club/association on each campus;
  - 3.5.3.** Establish an executive structure with a president and at least two (2) executive members, one of which must be responsible for club/association finances;
  - 3.5.4.** Responsibly manage club/association finances;



- 5.3.2.** Maintain an up-to-date list of all members and executives, and their contact information;
- 5.3.3.** Not conduct any activities that violate the regulations of the Alcohol Gaming Commission of Ontario. Examples include, but are not limited to:
  - 5.3.3.1.** Gambling;
  - 5.3.3.2.** Raffles;
  - 5.3.3.3.** 50/50 draws.
- 5.3.4.** Reply within 48 hours to all correspondence from Clubs and Association Department staff and volunteers;
- 5.3.5.** Attend all Clubs and Associations Presidents' meetings;
- 5.3.6.** Hold at least one (1) general meeting of club or association members per academic term;
- 5.3.7.** Obtain approval from the (A)VP: Clubs and Associations before using the Students' Union or Wilfrid Laurier University logos;
- 5.3.8.** Ensure all advertising and promotional materials adhere to the Laurier [Poster Regulations](#) are approved by the designated Students' Union staff member, and stamped by the Dean of Students' Office in Waterloo or Brantford;
- 5.3.9.** Ensure all published materials clearly display the club or association's full name, and the Clubs and Associations Department logo;
- 5.3.10.** Keep the Clubs and Associations Resource Centre organized and tidy.
- 5.4.** All participants of clubs and associations must:
  - 5.4.1.** Be respectful of all Students' Union staff members and club or association volunteers and members;
  - 5.4.2.** Act in a professional manner at all times when engaged in club activities, recognizing they are public representatives of Wilfrid Laurier University, the Students' Union, and the general student body.
- 5.5.** Resources allocated to clubs and associations must be utilized in a manner that ensures all funded activities are prudent, ethical, and legal.
- 5.6.** Resources allocated to clubs and associations must exclusively fund undergraduate students, as approved by the (A)VP: Clubs and Associations.
- 5.7.** Under no circumstance will club or association budget allocated resources be used to purchase, or facilitate the purchase of, alcohol or alcohol paraphernalia;
  - 5.7.1.** The use of club generated funds to purchase, or facilitate the purchase of, alcohol or alcohol paraphernalia must be approved in advance by the (A)VP: Clubs and Associations.

- 5.8. Clubs and Associations are not permitted to promote a position on any referendum question, or endorse any candidate running in Students' Union elections, or faculty/program association elections;
- 5.8.1. Clubs and faculty/program associations are not permitted to use their access to space on campus, their club/association resources, or any financial assets to support a referendum position or endorse a candidate running in Students' Union elections.
- 5.9. Clubs and Associations must report any travel outside of Ontario to the (A)VP: Clubs and Associations at least ninety (90) days prior to the planned departure date.

## **6. Finances and Budgeting**

- 6.1. There are three sources of club or association funding:
  - 6.1.1. Budgeted amount allocated by the Students' Union Clubs and Associations Department;
  - 6.1.2. Amount allocated by levied faculty, program, or department fees;
  - 6.1.3. Club/association generated revenue;
- 6.2. All clubs and associations must:
  - 6.2.1. Use the Students' Union finance department to facilitate all financial exchanges and dealings;
  - 6.2.2. Hold all monies within a designated Students' Union registered bank account;
    - 6.2.2.1. Each club or association will be provided two holding accounts, one for its allocated budget, and another for club/association generated revenue.
  - 6.2.3. Maintain up-to-date records of all club or association spending;
  - 6.2.4. Request petty cash floats no later than a week ahead of when it is needed;
    - 6.2.4.1. All petty cash floats must be returned no later than one (1) business day after the event.
- 6.3. The budget allocation process occurs once per academic year for all clubs and associations, either at the beginning of the fall or winter academic terms;
  - 6.3.1. Only clubs and associations holding active status are eligible to receive an allocated budget;
  - 6.3.2. Every club or association must submit a budget template to the (A)VP: Clubs and Association by the stated deadline;
    - 6.3.2.1. Failure to do so will jeopardize the club or association's access to funding, at the discretion of the (A)VP: Clubs and Associations.
  - 6.3.3. No club or association is guaranteed a specific funding amount;





**6.8.** The Clubs and Associations Department reserves the right to critically review all club and association budgets to ensure expenditures are consistent with this policy;

**6.8.1.** A club or association that has not spent any of its allocated budget by the beginning of the Winter term may be asked to provide a revised budget outlining its intended use for the remainder of the year.

**6.8.1.1.** Failure to provide an adequate budget update may result in the loss of budgeted funds.

**6.9. In order to receive an allocated budget amount, a club or association must:**

**6.9.1.** Hold active club/association status;

**6.9.2.** Be present at all mandatory President's meetings;

**6.9.3.** Submit a completed budget template;

**6.9.4.** Adhere to the Clubs and Associations policy and all other relevant Students' Union, faculty, department, and Wilfrid Laurier University policies.

**6.10. Specific guidelines for the annual use of allocated budget funds include:**

**6.10.1.** Clubs and associations are permitted to spend twenty-five (25) percent (up to \$150) of their budget on club member clothing;

**6.10.2.** Each club and association must budget for their own annual printer costs;

**6.10.2.1.** No more than one hundred and fifty (150) dollars may be allocated for printing and copying services.

**6.10.3.** No more than two hundred and fifty (250) dollars may be allocated from the club or association budget for food and beverage expenses, unless approved by the (A)VP: Clubs and Associations;

**6.10.4.** Clubs and associations are not permitted to purchase capital expenditures unless otherwise approved by the (A)VP: Clubs and Associations;

**6.10.4.1.** Approved capital assets must be returned to the (A)VP: Clubs and Associations at the end of the academic year to ensure the proper transfer from year-to-year.

**6.10.5.** Clubs and associations must make all reasonable efforts to ensure expenses are paid at reasonable market value;

**6.10.6.** The Clubs and Associations Department recommends against the use of personal vehicles for travel;

**6.10.6.1.** If another mode of transportation is unavailable, club members may use personal vehicles with the prior approval of the (A)VP: Clubs and Associations and the Director of Student Experience;

**6.10.6.2.** If personal vehicle use is approved, club members (drivers and passengers) are required to sign waivers prior to any travel;

**6.11. Specific guidelines for the annual use of club/association generated revenue include:**

**6.11.1.** All club/association generated revenue must be received by the Clubs and Associations Department within one (1) business day.

**6.11.2.** All clubs and associations must ensure any items offered for sale clearly state the intended profit margin, and the purpose of the profit sought.

**6.11.3.** If a club's mandate includes the donation of club/association generated revenue at the end of the academic year, the donation expense portion of the budget must detail the projected amount of revenue to be donated;

**6.11.3.1.** The projected revenue must be displayed throughout the revenue portion of the budget template.

**6.12. Specific guidelines for surplus club and association funds:**

**6.12.1.** Clubs and associations must not retain a surplus of any funds provided by the Students' Union or their faculty affiliate at the end of the academic year, unless previously approved by the (A)VP: Clubs and Associations.

**6.12.2.** In order for a surplus of club/association generated revenue to be preserved for the next academic year a club or association must receive permission from the (A)VP: Clubs and Associations by the deadline provided;

**6.12.2.1.** If a club or association has remained inactive for a period of two (2) academic years but still has remaining club/association generated funds, those funds will be forfeited and reallocated at the discretion of the (A)VP: Clubs and Associations for another purpose, including but not limited to:

**6.12.2.1.1.** A donation to a charity or non-profit organization that aligns with the defunct club or association's mandate;

**6.12.2.1.2.** Allocation to the Club and Association Department's Special Events Fund;

**6.12.2.1.3.** Allocation to another existing or newly registered club or association with a similar mandate to the defunct club or association;

**6.12.2.1.4.** Used as a prize when clubs or associations participate in departmental events;

**6.12.2.1.5.** Allocated towards shared resources needed in the Clubs and Associations Resource Centre.

**6.13. The reimbursement procedures are as follows:**

**6.13.1.** The Clubs and Associations Department must approval all expenses submitted for reimbursement;

- 6.13.2. All clubs and associations must provide the Clubs and Associations Department with a detail receipt and proof of purchase for every expense, unless otherwise approved by the (A)VP: Clubs and Associations;
- 6.13.3. Reimbursement requests must be submitted within thirty (30) days of the expense purchase date;
  - 6.13.3.1. Failure to submit a reimbursement request within thirty (30) days will jeopardize a full reimbursement;
- 6.13.4. Reimbursement request require the signature of the club or association president;
- 6.13.5. Only the student being reimbursed is allowed to receive the cheque or e-transfer from the Clubs and Associations Department;
  - 6.13.5.1. Students picking-up reimbursements from the Clubs and Associations Department must present a valid student card for identity verification;
    - 6.13.5.1.1. Exceptions to this rule can be made by the (A)VP: Clubs and Associations.
- 6.13.6. Club or association representatives receiving reimbursements have, from the date of issuance, the remainder of that current fiscal year, and one (1) additional fiscal year to redeem any outstanding cheques or petty cash reimbursements.
- 6.14. Clubs and associations may apply for Special Event Funding.**
  - 6.14.1. Special Event Funding is reserved for an event that does not generally occur on an annual basis, and that is open and accessible to all Wilfrid Laurier University students;
  - 6.14.2. Special Event Funding does not indicate event approval, each club and association are obligated to complete the Clubs and Associations event guidelines (Section 7);
    - 6.14.2.1. Failure to obtain event approval will result in the revocation of Special Event Funding.
  - 6.14.3. In Brantford, the Clubs and Associations Department will determine the distribution of Special Event Funding;
  - 6.14.4. In Waterloo, the Clubs and Associations Governance Committee will determine the distribution of Special Event Funding;
    - 6.14.4.1. The membership of the Governance Committee is as follows:
      - 6.14.4.1.1. Clubs and Associations Governance Coordinator;
      - 6.14.4.1.2. Clubs and Associations Governance Team Lead;
      - 6.14.4.1.3. Four (4) Clubs and Associations Governance General Volunteers.
  - 6.14.5. The deadlines for Special Event Funding applications will be determined by the Clubs and Associations Governance Coordinator in Waterloo, and the AVP: Clubs and Associations in Brantford;

- 6.14.5.1. Deadline dates will be announced within the first two (2) weeks of the fall and winter academic terms.
- 6.14.6. Clubs and associations may only apply for Special Event Funding once per academic year;
- 6.14.7. Special Event Funding supports:
  - 6.14.7.1. Events unique to Wilfrid Laurier University that academic year;
  - 6.14.7.2. Events that enhance the educational or cultural experience of undergraduate students at Wilfrid Laurier University;
  - 6.14.7.3. Events with a clearly identified focus and substantive plan of implementation.
- 6.14.8. The eligibility requirements for Special Event Funding include:
  - 6.14.8.1. The club or association must hold active status with the Students' Union.
- 6.14.9. Special Event Funding applications must include:
  - 6.14.9.1. An itemized event budget;
  - 6.14.9.2. Disclosure of any funding sought or received from non-Student Union sources.
- 6.14.10. **Guidelines for the use of Special Event Funds include:**
  - 6.14.10.1. Travel awards are normally limited to five hundred dollars (\$500) per applicant;
  - 6.14.10.2. Accommodation awards are usually limited to \$300 per applicant;
  - 6.14.10.3. When travelling, meal funding is awarded at a maximum of \$10.00 per day for a maximum of five (5) days per applicant, for a total of fifty (50) dollars;
    - 6.14.10.3.1. For day-long events, meal or snack funding is awarded at the discretion of the Clubs and Associations Governance Committee in Waterloo, and the Clubs and Associations Department in Brantford.
  - 6.14.10.4. Funding for guest speakers will be determined at the discretion of the Clubs and Associations Governance Committee in Waterloo, and the Clubs and Associations Department in Brantford;
  - 6.14.10.5. Clubs and associations are obligated to acknowledge the contribution of Special Event Funding both during the event, and in all event advertising and communications;
  - 6.14.10.6. Special Event Funding is not eligible to fund external charitable organizations, but may be used for events that increase awareness of issues related to charitable.
- 6.14.11. Club or association representatives receiving reimbursements have until one (1) year after the end of the current academic year to pick-up their reimbursements;
- 6.14.12. Funds not utilized by the end of the current academic year will be forfeited to the Students' Union;

- 6.14.13.** Unsuccessful applicants to the Special Events Fund may appeal the decision;
- 6.14.13.1.** One formal appeal per application will be accepted;
- 6.14.13.2.** Appeals must be received by the Clubs and Associations Governance Committee in Waterloo, or the Clubs and Associations Department in Brantford within fifteen (15) days of the original Special Event fund decision;
- 6.14.13.3.** Appeals must indicate a basis for the application to be reconsidered.

## **7. Events**

- 7.1.** All events must be directly related to the purpose or mission of the club or association.
- 7.2.** On campus events require the club or association to complete and submit an "On Campus Event Form," and provide any and all required waivers or other forms at least three (3) weeks prior to the event date;
  - 7.2.1.** On campus events are subject all Wilfrid Laurier University policies, including but not limited to:
    - 7.2.1.1.** [Booking of University Space and Facilities \(4.10\)](#);
    - 7.2.1.2.** [Prevention of Harassment and Discrimination \(6.1\)](#);
    - 7.2.1.3.** [Workplace Violence Prevention Policy \(7.18\)](#);
    - 7.2.1.4.** [Gendered and Sexual Violence Policy and Procedures \(12.4\)](#).
- 7.3.** Off campus events require the club or association to complete and submit an "Off Campus Event Form," and provide any and all required waivers or other forms at least three (3) weeks prior to the event date.
- 7.4.** All off campus events and international travel must be registered and approved by the (A)VP: Clubs and Associations;
  - 7.4.1.** Travel outside of Ontario must be reported to the (A)VP: Clubs and Associations at least ninety (90) days prior to departure, and additionally:
    - 7.4.1.1.** Club or association members intending to travel outside of Ontario must meet with the (A)VP: Clubs and Associations prior to the booking of travel (e.g. plane tickets) and accommodation;
    - 7.4.1.2.** Club or association members must sign waivers and any other required forms before departure;
    - 7.4.1.3.** Clubs and associations may be required to complete training as defined by the (A)VP: Clubs and Associations prior to travel outside of Ontario.
- 7.5.** Clubs and associations holding events that require a participant waiver are responsible for collecting the signed and completed forms and returning them to the (A)VP: Clubs and Associations five (5) business days prior to the event, unless previously authorized by the (A)VP: Clubs and Associations.

- 7.6. Failure to provide the necessary event form(s) and participation waivers may result in the cancellation of the event, and the withdrawal of event funding.
- 7.7. If an event is being organized in conjunction with another institution or organization, the club or association must submit to the (A)VP: Clubs and Associations a detailed funding breakdown.
- 7.8. The main emphasis of an event must not be the promotion or consumption of alcohol (e.g. brewery tour, pub crawl, etc.);
  - 7.8.1. On campus licensed events can be held at Wilf's, the Turret, Veritas Cafe on the Waterloo campus, Williams on the Brantford campus, or any other temporarily venue licensed by Wilfrid Laurier University;
    - 7.8.1.1. Licensed events must first be approved by the (A)VP: Clubs and Associations.
  - 7.8.2. Participation in off campus licensed events are limited to Wilfrid Laurier University students and their guests in a room/venue exclusive the participants of that event;
  - 7.8.3. Licensed events must not violate the regulations of the Alcohol Gaming Commission of Ontario.
- 7.9. If a club or association requires a petty cash float for their event it is their responsibility to provide that request to the Clubs and Association Department at least one (1) week ahead of the event.
- 7.10. Clubs and associations offering hospitality services at On Campus events must observe the following:
  - 7.10.1. Students' Union Catering Services have first right of refusal in Brantford;
  - 7.10.2. Students' Union Catering Services have first right of refusal in the Fred Nichols Campus Centre;
  - 7.10.3. Veritas Café has first right of refusal in Veritas Café;
  - 7.10.4. Wilfrid Laurier University Food Services has first right of refusal for events held in Waterloo outside of the Fred Nichols Campus Centre.
- 7.11. Clubs and associations are responsible for ensuring that any event spaces used are left as they were found, with all clean-up completed immediately, unless otherwise authorized by the (A)VP: Clubs and Associations.

## **8. Partnerships and Contracts**

- 8.1. Clubs and associations may partner with similar students groups at the University of Waterloo or Conestoga College on a limited term basis as defined by the (A)VP: Clubs and Associations;
  - 8.1.1. Clubs and associations are not permitted to amalgamate with similar student groups from other institutions.

- 8.2.** Any club or association which requires, or plans to establish a third-party affiliation must complete an “External Affiliation Application” prior to formalizing this relationship.
- 8.3.** Clubs or associations operating with the approved support of an external third-party organization are required to:
  - 8.3.1.** Provide the (A)VP: Clubs and Associations with the contact information of their main liaison from the third-party affiliation;
  - 8.3.2.** Provide documentation outlining the details of the partnership, including:
    - 8.3.2.1.** Donation procedure;
    - 8.3.2.2.** Naming and logo agreement;
    - 8.3.2.3.** Any requirements for maintaining the third-party affiliation;
  - 8.3.3.** Follow proper donation protocol for any money transferred from a club account from any third-party affiliation.
- 8.4.** All clubs and associations must seek approval from the (A)VP: Clubs and Associations prior to booking any university space for third-party usage;
  - 8.4.1.** All club and association use of university space, including in conjunction with third-party affiliates, must adhere to Wilfrid Laurier University's [Booking of University Space and Facilities policy \(4.10\)](#).
- 8.5.** If a third-party affiliation produces a conflict of interest, or leads to a violation of the Clubs and Associations Policy, the (A)VP: Clubs and Associations may terminate the partnership.
- 8.6.** Clubs and associations shall not sign contracts of any kind without the approval of the (A)VP: Clubs and Associations.
- 8.7.** Any individual volunteer activity for a third-party affiliate will not be considered official club activity, and is ineligible for Clubs and Associations Department support or resources.

## **9. Sponsorships Procedures**

- 9.1.** All clubs and associations seeking sponsorships must first complete the Clubs and Associations Department Sponsorship Agreement form.
- 9.2.** All clubs and associations are able to pursue and receive sponsorship from third-party organizations for a specified event or initiative, in the form of a financial contribution or material goods;
  - 9.2.1.** All sponsorship agreements must adhere to Students' Union policies.
- 9.3.** All clubs and associations must inform the (A)VP: Clubs and Associations of any desired sponsorship opportunity, and complete a sponsorship and donation form prior to finalizing any agreement.

- 9.4. All clubs or associations receiving sponsorship must be able to offer a contribution, service, or benefit in return.
- 9.5. Clubs and associations are prohibited from soliciting monetary donations with the prior approval of the (A)VP: Clubs and Associations.

## 10. Donation Procedures

- 10.1. Clubs and associations may make donations to registered charitable and non-profit organizations with the approval of the (A)VP: Clubs and Associations.
- 10.2. Only club/association generated revenue may be used for donations;
  - 10.2.1. Clubs and associations must include intended donations in their budget for the academic year.
- 10.3. Clubs and associations are prohibited from soliciting mandatory donations as part of any activity or promotion.
- 10.4. All donations must be submitted to the Club and Associations Department for deposit within one (1) business day of collection.

## 11. Discipline Procedures

- 11.1. The failure of any club or association to adhere to the Clubs and Association policy, or any other relevant policy or guideline, will result in the following three (3) level incremental disciplinary process:

### 11.1.1. **Level One Violations**

- 11.1.1.1. Examples include, but are not limited to:

- 11.1.1.1.1. Failure to submit mandatory documents;

- 11.1.1.1.2. Failure to attend mandatory meetings;

- 11.1.1.1.3. Failure to respond to emails within forty-eight (48) hours.

- 11.1.1.2. A Level One violation will result in a meeting with the (A)VP: Clubs and Associations, the club or association president, the club member in question, and any other representatives deemed necessary, and will be documented and remain on file for a minimum of three (3) years.

### 11.1.2. **Level Two Violations**

- 11.1.2.1. Examples include, but are not limited to:

- 11.1.2.1.1. Failure to report off-campus events;

- 11.1.2.1.2. Failure to complete required waiver forms;

- 11.1.2.1.3. Verbal abuse;

- 11.1.2.1.4. Mismanagement of club funds, including holding an overdraft balance in either club account.



**11.1.2.2.** A Level Two violation may result in:

- 11.1.2.2.1.** A meeting with the (A)VP: Clubs and Associations, the Director of Student Experience, the club or association president, the club member in question, and any other representatives deemed necessary, and will be documented and remain on file for a minimum of three (3) years;
- 11.1.2.2.2.** A sanction applied to the club or association's status;
- 11.1.2.2.3.** Suspension for up to a maximum of one full academic year.

**11.1.3. Level Three Violation**

**11.1.3.1.** Examples include, but are not limited to:

- 11.1.3.1.1.** Knowingly running events in contravention of the Clubs and Associations Policy;
- 11.1.3.1.2.** Holding an off-campus bank account;
- 11.1.3.1.3.** Submitting fraudulent finance information;
- 11.1.3.1.4.** Withholding club funds.

**11.1.3.2.** A Level Three violation may result in:

- 11.1.3.2.1.** A meeting with the (A)VP: Clubs and Associations, the Director of Student Experience, the club or association president, the club member in question, and any other representatives deemed necessary, and will be documented and remain on file for a minimum of three (3) years;
- 11.1.3.2.2.** A review of club status, potentially resulting in the revocation of active status.

**11.2.** The (A)VP: Clubs and Associations, in consultation with the Director, Student Experience or Director, Brantford Operations, will determine the existence and severity of club or association violations.

**11.3. Appeals Process**

- 11.3.1.** Any club or association wishing to appeal a violation can appeal to the Governance Committee in Waterloo, or the Clubs and Associations Department in Brantford;
  - 11.3.1.1.** Governance Committee in Waterloo, and Clubs and Associations department hearings in Brantford will be structured at the discretion of the (A)VP: Clubs and Associations.

## **Appendix “A” – Club/Association Continuation and Transition**

1. Clubs and associations in good standing that can demonstrate a plan for continued activity during the next academic year can apply for continuation of active status prior to the end of the current academic year to the (A)VP: Clubs and Associations.
  - a. If an application for continuation of active status is not submitted prior to the end of the academic year the club or association will be required to complete a new club/association application, unless otherwise indicated by the (A)VP: Clubs and Associations.
2. Any club or association that intends to apply for continuation of active status must provide the (A)VP: Clubs and Associations with:
  - a. An updated club or association constitution;
  - b. A club or association President's Transition Report, which must include:
    - i. Event summaries and recommendations;
    - ii. Membership recruitment and retention strategies;
    - iii. Summary of ongoing projects or initiatives;
  - c. Updated contact information for club or association executive members;
  - d. A membership list containing a minimum of twenty (20) members for Waterloo-based clubs/associations, or ten (10) members for Brantford-based clubs/associations;
    - i. The minimum membership requirement may be waived with the explicit approval of the (A)VP: Clubs and Associations.
  - e. “Mylaurier” email account addresses for each member;
  - f. Club or association position titles, if applicable;
3. Any club or association that is approved for continuation of active status must complete the following transition procedures:
  - a. Outgoing club or association presidents and executives are required to meet with the incoming team at least twice.
    - i. One of these transition meetings must be reserved for reviewing the President's Transition Report.
    - ii. At one of these meetings the Clubs and Association Communications Executive will review the Clubs and Associations Policy.
  - b. A comprehensive binder of club or association documents must be provided to the incoming team, and must include:
    - i. The club or association constitution;

- ii. Complete membership list;
- iii. Copies of the club or association's last three (3) budgets, if active status has been maintained for that period.

## Appendix “B” – Social Media Usage

1. All clubs and associations are required to complete the Social Media form by the end of the club/association transition period.
2. All use of social media by clubs and associations is subject to the Clubs and Associations policy, the [Student Code of Conduct and Discipline](#), the [Student Non-Academic Code of Conduct](#); the [Prevention of Harassment and Discrimination \(6.1\)](#) policy; the [Workplace Violence Prevention Policy \(7.18\)](#); the [Gendered and Sexual Violence Policy and Procedures \(12.4\)](#), and any other relevant Students' Union or Wilfrid Laurier University policies and guidelines.
3. Clubs and associations are encouraged focus their social media activity in a manner that supports their purpose and mission statement.
4. The (A)VP: Clubs and Associations reserves the right to direct any club or association to remove content from social media feeds which is deemed unacceptable and in violation of the above policies.
5. All clubs and associations must refrain from:
  - a. Posting content that is inaccurate, graphic, hostile, threatening, abusive, or discriminatory in any way.
    - i. The (A)VP: Clubs and Associations, with the assistance of the Director, Student Experience and the Director, Brantford Operations, will determine if social media content violates this policy;
    - ii. Advertising or promoting any illegal activity;
    - iii. Not use without authorization the name or logo of Wilfrid Laurier University, including the “Hawk.”
6. Clubs or associations utilizing the Students' Union and Clubs and Associations Department social media feeds must ensure that:
  - a. All content is accurate and provides accurate detail;
  - b. All materials are provided to (A)VP: Clubs and Associations with a minimum of forty-eight (48) hours' notice.