

Name of Policy

1. This policy shall be referred to as the “Clubs Policy”.

Interpretation

2. This policy shall be interpreted by the Vice President Student Services (VPSS) as chair of the Club Policy Committee, and shall refer to BUSAC for clarification in case of need.

Definitions

3. Ratification shall be defined as the attainment of club status as outlined in this policy.
4. De-ratification shall be defined as the removal of the club’s status.
5. A Group shall be defined as non-ratified organized group of students seeking ratification as a club.
6. A Club shall be defined as a group of students gathered together with the intent of fulfilling a mandate that has formally completed the ratification process outlined herein and is therefore officially recognized by BUSU.
7. Executive Summit shall be defined as a gathering of club executives organized by the VPSS or their designate for the purpose of ongoing education in regards to club administration.
8. Club Fair shall be defined as a gathering of clubs organized by the VPSS or their designate for the purpose of recruiting new members.
9. Release agreement shall be defined as a form stating that BUSU is not responsible for the actions of a club or club member.
10. A political club shall be defined as any group or association affiliated and/or ratified through a political party as recognized by Elections Canada and/or Elections Ontario.
11. Club Funding shall be defined as financial assistance for club activities given in accordance with sections 74-83 of Policy 500.
12. Natural Justice shall be defined as the right to the following:
 - (a) The right of an individual or group to know the case against them
 - (b) The right of an individual or group to meet the case against them (to be heard)
 - (c) The right to an impartial and unbiased decision-making body
 - (d) The right to have the persons who hear the case decide the case
 - (e) The right to a decision and to reasons
13. “Member” refers to a paying member of a club within Brock University Students’ Union
14. “Negative actions of a member” refers to any action that is in violation of international, federal, provincial or municipal law, Ontario Human Rights Code and the Criminal Code of Canada, the BUSU Constitution, “The Clubs Handbook for Clubs” or ‘Policy 500’, The Club’s constitution, the Respectful Work and Learning Environment Policy of Brock University.
15. “Interests of a Club” can be defined as the values, privileges and responsibilities, as outlined in the Club Constitution, and as students of Brock University, which covers the freedoms, privileges and responsibilities provided by being a student, including, but not limited to, freedom of speech, academic and political freedom, respect for human rights, etc.

Purpose

16. The purpose of this policy is to provide a framework for students wishing to come together formally and establish themselves as a club. This policy outlines this framework, and clarifies the obligations and responsibilities of parties involved. This policy should be read in conjunction with Policy 609, The Club Policy Committee Policy. This document is the framework for allowing students to form, operate, govern and develop such clubs.
17. BUSU will only officially recognize, as a club, any student group on campus that has completed and been approved through the ratification process.

Club Membership

18. All clubs shall be open to every student at Brock regardless of race, national or ethnic origin, religion, age, colour, physical or mental ability, sexual orientation, gender, monetary status, or any other factor.
19. Individuals' not currently undergraduate students at Brock may hold membership in a club upon approval of the club's executive, but they may not hold an executive position and may not hold voting rights.
20. A clubs membership must be comprised of at least eighty percent (80%) undergraduate Brock students.
21. Clubs shall maintain an active membership of at least ten (10) members at any given time.
22. Each member of a club must pay an annual fee to join that must not be less than \$3.00 or more than \$20.
23. Clubs can choose to not charge a membership fee if given special permission from the VPSS.
24. Clubs can choose to charge more than \$20 with permission from the VPSS.
25. Membership of political clubs, the voting rights of members and the eligibility for office either as a delegate or for an executive position, may differ from this policy only when required by the political party which a political club is affiliated.
26. These differences must be explicitly stated in the club's constitution, and may only be approved by the Club Policy Committee with supporting documentation (Eg. The party's constitution and/or written documentation from the ratifying body)

Recruiting

27. Clubs may recruit members in any way they see fit provided that such recruitment shall not infringe on any persons personal rights or privileges in any way, or violate this policy or the BUSU code of conduct."
28. BUSU shall provide services to clubs in order to help clubs promote themselves and recruit members.
29. The VPSS will hold no less than one club fair per year at the beginning of the first semester.
30. The VPSS will hold no less than two Executive Summits for club executives with at least one to be held in each of the semesters. These Executive Summits will be designed to express concerns, share ideas, and/or receive professional training.

Club Constitution

31. Each club shall be governed and operate under a Club Policy Committee approved constitution.
32. All amendments to a club's constitution must be submitted to and approved by the Club Policy Committee to be considered valid.
33. This constitution must state clearly that the club is not an agent or representative of BUSU, that it has no authority to act on behalf of BUSU, and that its views and actions in no way represent BUSU.
34. The constitution must outline all of the following, and may include anything additionally required by the Club Policy Committee and anything additional the club feels appropriate:
 - (a) The name of the club
 - (b) The purpose of the club
 - (c) Membership criteria, fees, roles, and duties
 - (d) All Executive positions and duties
 - (e) Executive impeachment procedures
 - (f) Meeting requirements and procedures
 - (g) Election procedures
 - (h) How the constitution may be amended
 - (i) Signing Officers

Club Executive

35. Executive members of a club must be undergraduate students of Brock University who are fee-paying members of the Brock University Students' Union.
36. All club executives shall be bound by BUSU's Code of Conduct.
37. All clubs must hold an election for the executives at least once a year. Nominations must be called for all club executive positions and must be open to all members of the club at the time elections are called, notwithstanding other provisions of this policy
38. The format of nominations and elections may vary from club to club, however they must be governed by the constitution of that club. (Some suggestions include holding a general club meeting that is open to all club members, accepting votes via e-mail or other correspondence, etc.).
39. Nominations for election as an executive must be open for no less than one week.
40. Voting for executive positions may take place at the same meeting that nominations are called for, given that notice of said meeting has been provided at least two weeks in advance to all members.
41. Any change in the club executive must be communicated to the VPSS or their designate within fourteen (14) calendar days of the change for it to be considered valid.
42. It is the responsibility of the VPSS to verify that all club executives meet the eligibility requirements.
43. All club executives shall be responsible for all club activities, regardless of their attendance, and they must ensure that their club undertakes no dangerous or unsafe activities.
44. Club Executives must complete Student Event Risk Management Forms (found on ExperienceBU) for every event hosted by the club. This form must be submitted no later than 21 calendar days prior to the proposed event. Clubs must receive approval for the submitted event in order for the event to be hosted.
45. If a club wishes to host an event in the Isaac's/Skybar venue, club executives must submit a request through the Book Isaac's/Skybar form found in the ExperienceBU Clubs Portal, and meet with BUSU Event and/or Isaac's/Skybar staff at least 21 calendar days prior to the proposed event.
46. Club executives are to ensure that the membership fees are used in a manner in which all members are able to participate and/or experience the benefits.

Duties of Club Presidents

47. Club presidents shall be responsible for maintaining an up-to-date list of all members of their club including those holding Executive positions. This list must be provided to the VPSS upon request.
48. Club presidents shall be responsible for ensuring that their club maintains consistent financial records of their activities.
49. Club presidents shall ensure that a yearly budget plan is submitted to the VPSS on behalf of the club. This budget must be submitted on or before the first president meeting of the academic year. The budget must indicate whether or not the club plans to request club funding for that year, and if so, the amount they plan to request (approximately).
50. Club presidents shall ensure that all necessary waivers are signed for all corresponding events. These events include, but are not limited to, off campus events as well as events requiring the use of the fire pit.
51. Club presidents shall ensure that each member of their club signs the release agreement as part of the ratification process, which indemnifies BUSU from responsibility associated with any 'regular' club activity, as described in their club mandate. At the discretion of the VPSS, club members may be required to sign additional waivers for specific events or activities.
52. No club president may sign a contract that has legal or financial implications without the permission of the VPSS.
53. Club presidents shall ensure that all documentation is up to date and given to the VPSS. Moreover, club presidents shall ensure that all release agreement forms are completed and witnessed by a club executive.

Ratification of New Clubs

54. The Clubs Policy Committee will accept proposals for new clubs during two (2) defined ratification periods, each three (3) weeks in length. The first period will be set during the fall term, prior to the December exam period with the specific dates to be decided by the Clubs Manager or their designate. Proposals submitted and approved during this period will gain ratification status for the winter term that year. The second period will be set during the winter term, prior to the Executive Summit, with the specific dates to be determined by the Clubs Manager or their designate. Proposals submitted and approved during this period will gain ratification status for the following academic year. Students applying to ratify a club must attend an information session organized by the VPSS in order to become aware of the responsibilities associated with managing a club, as well as the necessary requirements for ratification. These information sessions will occur once per term at least one week prior to the defined ratification periods.
55. Under the umbrella of BUSU there will be no groups of an athletic or physical mandate ratified.
56. A group seeking ratification must have one person who has been pre-determined as president for its inaugural year.
57. A group may be ratified by BUSU only if it:
 - (a) Opens its membership to all Brock students as stipulated in section 14 of this policy
 - (b) Intends to carry out activities which in no way violate any federal or provincial laws, municipal policies, university policies and/or regulations, or BUSU policies and policies; and which do not infringe upon the rights and privileges of others
 - (c) Has a mandate which is not duplicated by any other club ratified by BUSU
 - (d) Submits a constitution, which adheres to the requirements stipulated in sections 32-35 of this policy
 - (e) It shares similar values to the mandate of BUSU according to its constitution
 - (f) It will generate interest within the student body. This interest will be judged by the membership list
58. BUSU will not ratify any groups that practice any form of coercive (persistent mental, social, and emotional pressure to join the group) techniques on their membership or potential membership, nor any clubs who are found to be associated with an outside body that practices coercion.
59. No group shall be ratified which practices discrimination in the acceptance of its members or executive members, or knowingly violates any of the procedures contained herein, notwithstanding 19-20 of this policy
60. BUSU shall ratify only the one (1) political club that is formally recognized by a specific political party, or as the case may be, both a federal and provincial party.
61. Where the applicant group has direct connections with another body outside of Brock University, the nature of this connection and the name of the body must be disclosed fully and substantially in the application for ratification.
62. In the event that the Club Policy Committee does not ratify a group, that group may request an appeal as per section 96-97 of this policy.
63. To be considered for ratification, the applicant group must submit a package containing the following items to the VPSS:
 - (a) A membership list of at least 10 paid members
 - (b) A signed Indemnity Form (by the President)
 - (c) A completed signing officers' form
 - (d) A written description of your club no less than 25 words and no more than 100 his description should be fairly detailed and include the disclosure of any outside organization that may provide guidance and/or funding to the club

- (e) The contact information for all club executives, including but not limited to: names, position, email address, phone number, student number and addresses
- 64. Groups seeking ratification must report to the VPSS the name of the bank, trust company, or credit union, the branch, account numbers and signing officers for all bank accounts opened for club purposes.
- 65. Club Presidents, or their executive designate, must attend both the club Presidents' meeting and the Executive Summit as outlined by the VPSS. Notice for the said meetings shall be no less than two weeks.

Clubs in the Process of Ratification

- 66. Every club has to re-ratify each year. Re-ratification is dependent upon the club's attendance of the yearly Executive Summit as well as the completion and submission of the required ratification package outlined in Article 66. If a club fails to meet these requirements, they must wait to re-ratify during the next ratification period.
- 67. Clubs that have approached the VPSS and are in the process of ratification shall, at the discretion of the VPSS, be entitled to:
 - (a) Attend the club fair
 - (b) The ability to reserve a room on a one time basis for a meeting without room rental charges according to the guidelines outlined in this policy
 - (c) Have access to the VPSS to help with recruitment strategies, or for general problems or procedures encountered throughout the ratification process
 - (d) Post recruitment posters on campus as per the Brock University Poster Policy
 - (e) Access to the Community Announcements Section in the Brock Press; with all posting to be submitted and approved by the VPSS at least one week in advance of the upcoming issue
 - (f) Access to the Clubs Portal on ExperienceBU in order to retrieve documents and forms
- 68. All activities of a club in the process of ratification shall only be exercised for the purpose of allowing a club to become ratified.
- 69. The VPSS shall approve all events held by any club attempting to ratify prior to any event being held.
- 70. Groups that are in the process of ratification shall be bound to all rules governing the responsibilities of clubs, as outlined in this policy.

Club Privileges

- 71. Ratification as a club is a privilege based upon observance of certain procedures and acceptance of certain responsibilities. It follows that this privilege can be withdrawn if these procedures are neglected or responsibilities abrogated by the club.
- 72. Upon ratification, a club is entitled to:
 - (a) Be listed as a ratified club of BUSU
 - (b) The ability to reserve a room for meetings and functions without room rental charges according to the guidelines outlined in this policy
 - (c) Access to the VPSS to help set up special events or for general problems or procedures encountered throughout the year
 - (d) Assistance from the Vice-President Finance and Administration with preparing financial statements, and other financial tasks
 - (e) Posting posters as per the Brock University Poster Policy
 - (f) Access to funding as per sections 74-83 of this policy
 - (g) The ability to send and receive faxes from the BUSU office
 - (h) Access to a BUSU locker
 - (i) A Club Page on the ExperienceBU website

Funding

73. The Club Policy Committee shall review all funding requests
74. Funding can be used to supplement expenses for any club event including, but not limited to club socials, club meetings, and conference delegation fees.
75. To receive funding, a club must complete the funding application form on ExperienceBU that includes, but is not limited to, the following:
 - (a) Description of the event
 - (b) A completed Student Event Risk Management Forms (if it applies)
 - (c) A current bank statement proving the financial situation of the club
 - (d) Pertinent receipts, invoices, written estimates and/or budgets
76. Clubs may raise additional money by selling approved items and/or holding approved fundraisers.
77. Funds allocated to a club must be used for the purpose intended. Club allocated funds are non-transferable.
78. Club funding should be used to benefit the greater interest of the club as a whole. Funding requests must prove beyond reasonable doubt that they benefit the entire club membership and not just the executives
79. The Club Policy Committee can approve up to \$1500 in funding proposed by the club; while amounts over \$1500 must be sent to BUSAC for approval.
80. Clubs can only submit two (2) funding request per academic year (one per semester). Clubs are encouraged to request all of the money they require for the year during this one request. If a club wishes to request further funding after already receiving approval for that year, they must receive special permission from the VPSS.
81. In the event that a club is requesting enough funds that the club has to go to BUSAC, they come at least three weeks before they need funding. The Clubs Policy Committee can give special permission to override this clause.

Club Responsibilities

82. BUSU provides ratified clubs with opportunities to explore a variety of interests. With ratification comes responsibility to BUSU, Brock University, other ratified clubs, and every student at Brock. Respect for the individuality and independence of each member of the university community is of utmost importance.
83. Every club has important responsibilities to BUSU and to its membership. These responsibilities shall include, but are not limited to:
 - (a) Adherence to all policies, policies, procedures, and resolutions of BUSAC, the BUSU Board of Directors, and the Club Policy Committee
 - (b) Respond to correspondence from the VPSS within a reasonable amount of time
 - (c) Keeping detailed financial records
 - (d) Adherence to the purpose and mandate of the club as per their constitution.
 - (e) Mandatory attendance of the President or their designate at all Club Presidents' Meetings and Executive Summits
 - (f) Must contact the VPSS if cannot attend
 - (g) Forwarding all constitutional changes to the VPSS or their designate, who will ensure that the Club Policy Committee reviews them. The Club Policy Committee must approve changes to be considered valid
 - (h) Hold at least three meetings per year each of which must be advertised to the entire membership at least one week in advance
 - (i) Inform the VPSS of any sponsors or vendors they wish to bring onto campus prior to the event to ensure that the sponsor or vendor does not conflict with any other organization on campus or existing contracts

- (j) Seek approval before using the logo of BUSU
- (k) Complete all necessary BUSU and Student Event Risk Management forms for events within the indicated time period and ensure approval before the commencement of an event
- (l) Have all advertising and publications clearly stating the name of the club publishing the material
- (m) Ensure that all advertising material meets BUSU and University posting policies
- (n) Not misrepresenting the Students' Union and its activities

De-Ratification Procedures

84. The following are classes offences that warrant disciplinary action from the VPSS in conjunction with the Clubs Policy Committee:

(a) Class A Offences: Causes for a de-ratification hearing

- a. Abuse of any BUSU services or privileges
- b. Violation of University policies including but not limited to the Student Code of Conduct, Alcohol Policies, and Student Event Risk Management Policies
- c. Fraudulent representation of the club's financial assets
- d. Expenditure of approved funding other than the purpose for which it was approved
- e. Discriminatory behaviour of any kind including but not limited to exclusion of Member or non-members of the club
- f. Violence and/or harassment towards any member or non-member of the club
- g. Execution of an event not approved through the proper channels that violates the student code of conduct

(b) Class B Offences: Cause for a meeting with the Clubs Policy Committee and/or formal written warning from the VPSS

- a. Failure to abide by the club's constitution as approved by the Clubs Policy Committee
- b. Failure to abide by the club's constitution as approved by the Clubs Policy Committee
- c. Failure of a club president, or their executive designate, to attend the Club Presidents' meeting and/or Executive Summit, without proper alternatives arrangements made with the VPSS prior to the scheduled meetings
- d. Failure to abide by proper room and/or table usage policies including using a room and/or table without approval
- e. Failure to abide by the Club Elections policy as outlined in the Clubs Policy
- f. Copyright infringement in the form of the use of the Brock University and/or Brock Badgers logo, without permission of Brock University
- g. Execution of an event not approved through the appropriate channels (i.e. BUSU and the Student Event Risk Management Policies)

85. The VPSS, in conjunction with the Clubs Policy Committee, reserves the right to place sanctions on a club violating one or more of the offenses listed above.

86. Notice of a de-ratification hearing shall be served through the club's e-mail, to include the specific time and place of the hearing. In addition, a registered letter shall be sent to the club president no less than two school weeks prior to the date of the relevant Club Policy Committee meeting.

87. The club shall be provided with all evidence and all concerns that will be brought up at the hearing at least one week in advance to the hearing.

88. The club shall be entitled to no more than three representatives at this hearing.

89. The hearing shall be conducted following the rules of natural justice, with the President of BUSU or their designate as Chair and the VPSS or their designate presenting the case for de-ratification. Each side shall be given a reasonable time to address all issues and rebut claims of the opposition.

90. Minutes of a de-ratification hearing shall be taken by an independent recording secretary.
91. The Club Policy Committee shall seek a consensus decision, in the event that a consensus cannot be reached, a vote of two thirds (2/3rds) in favour of de-ratification shall be considered valid. The VPSS shall not vote in a de-ratification hearing. The chair of the Ethics Review Committee, or their designate, shall vote in place of the VPSS.

Room/Table Booking Procedures

92. All room-booking requests and table booking requests must go through ExperienceBU.
93. All clubs will receive training on how to complete requests at the beginning of each ratification period

Appeals

94. Decisions made by the VPSS without consulting the Club Policy Committee can be appealed to the Club Policy Committee at the request of the club. The VPSS shall be required to inform a club of their proper process of appeal.
95. Unless otherwise specified in this document, any club has the right to appeal any decision of the Club Policy Committee (including sanctions and de-ratifications) to the Appeals Committee, pursuant to policy 604.

Clubs Election Policy

96. All clubs must hold elections for their elected executives on a yearly basis. The specific date and time of the election shall be determined by the current Executive Committee
97. Elected executives include the President, Vice-President(s), and Secretary/Treasurer or their equivalents based on duty and status as a signing officer.
98. Any executive with signing officer status must be elected.
99. Clubs may designate further elected executives at their discretion.
100. Elections must happen prior to the Executive Summit in March.
101. A minimum of five (5) school days' notice must be given until the date of the election shall be given to all members. Elections must follow the articles of a club's particular constitution.
102. On Election Day, each candidate will be allowed to speak to their qualifications for no more than two (2) minutes.
103. Ballots must be collected and reviewed by two (2) club members who are not standing for election and are not currently executives, who will inform the electorate of the results.
104. All paying members of the club have the right to vote for executive elections.
105. Each member will get one (1) vote for each executive position.
106. The first candidate to reach fifty plus one percent (50% +1) of the vote shall be declared the winner
107. In the event of a tie, a runoff election shall be had within 24 hours of the initial election, following the same steps as noted in sections 4 & 5.
108. Should an elected executive leave their position before the end of year election for any reason, (illness, academic concerns, impeachment) the Clubs Policy Committee must be informed and an election held for that position as soon as possible.
109. If that executive position had signing officer status, the Signing Officers Form must be updated and submitted to the Clubs Manager.

Removal of a Member

110. No policy document can give a full description and definition of behaviours that fall within the meaning of harassment and bullying. This section is not exhaustive and will outline the framework within

which complaints can have a concrete foundation on which to enact action that goes above and beyond the normal course of conflict management.

111. Any member of the club who commits an act negatively affecting the interests of the club and its members are first given a verbal warning by an executive. Following the verbal warning, a written warning with no less than two executive's signatures and names affixed to it must be handed to the member in question. A written warning is a document signed by at least two (2) club executives, the VPSS and the Clubs Manager. Finally, notice of removal of the member by at least two (2) executives can be handed out no less than five (5) business days from written warning.
112. Within one (1) week of the notice of removal, the member in question can appeal the decision of the club. This will result in an investigation by members of the club in question.
113. The individual in question will have the right to defend their actions. This defense shall be in front of five (5) members of the club, which shall be comprised of two (2) executives and three (3) non-executive members. This committee shall be referred to as the Disciplinary Action Committee. This committee will be struck ad-hoc with assistance from the BUSU Clubs Manager and the VPSS. Members may bring one appointed staff member from the university, if linked to their case. This includes, but is not limited to academic staff, ombudsperson, student development center staff and other student services staff
114. The Disciplinary Action Committee shall make a recommendation to the club executive for removal action.
115. The club executive shall take that recommendation and will decide to remove a member or not.
116. Within one (1) week of the executive decision, the removed member has the right to appeal the decision to the Clubs Policy Committee of BUSAC.
117. Clubs Policy Committee shall investigate the ruling and make a decision on the standing of the removed member. A two-thirds majority vote of members present will result in the removal of the member from the club and the loss of any privileges associated with the club.
118. If the decision is unsatisfactory, it can be brought before the Appeals Committee of BUSAC, as per the Appeals process.
119. The decision of the Appeals Committee is final, a two-thirds majority vote of members present will result in the removal of the removed individual from the club and the loss of any privileges associated with the club.