

Name of the Policy

1. This policy shall be referred to as the "Club Policy Committee Policy".

Composition and Duties

2. The Club Policy Committee shall be composed of the following members:
 - a. BUSU's Vice President, Student Services
 - b. Six (6) members of BUSAC as appointed by BUSAC
 - c. Two (2) Students-at-Large from the student body
3. The Clubs Policy Committee shall be comprised of the following permanent ex-officio, non-voting members:
 - a. BUSU Clubs Manager;
 - b. BUSU Clubs Coordinator;
4. The Club Policy Committee shall be chaired by the Vice President, Student Services or their designate who shall:
 - a. Call all meetings of the Committee
 - b. Report on behalf of the Committee
 - c. Report to BUSAC at each scheduled meeting
 - d. Ensure that all committee members receive accurate information relevant to the business of the Committee in a timely manner
 - e. Make sure the committee meets its responsibilities as outlined in this policy
5. The Clubs Manager shall be responsible for:
 - a. Scheduling weekly CPC meetings including sending out supplemental materials ahead of time
 - b. Reporting financial updates to the Club Policy Committee (CPC)
6. The Clubs coordinator shall be responsible for taking detailed minutes during each CPC meeting

Responsibilities

7. The Club Policy Committee shall be exclusively responsible for all matters relating to clubs including, but not limited to, the following:
 - a. De-ratifications
 - b. Supplemental grants, policies and procedures directly and/or indirectly related to clubs
 - c. The general operation and behavior of all ratified clubs
8. The Club Policy Committee shall be responsible for the enforcement of Policy 500.
9. The Club Policy Committee shall have the right to make unilateral amendments Club Guides except in the areas of:
 - a. Name



Policy 605 (Formerly Bylaw 605)

Clubs Policy Committee

Effective: January 2020

Replaces: September 2018

- b. Membership
- c. Meetings
- d. Elections
- e. Amendments

10. The Club Policy Committee shall be responsible for approving, partially approving, or denying club funding requests.

11. If a club feels that process was not followed or they were treated unfairly, they may appeal the decision of a funding request to the BUSU Board of Directors

- a. The option to appeal must be made known to the clubs prior to submitting a funding request.
- b. The Clubs Manager and Vice President Student Services may attend the Board meeting to explain the reason for the club funding decision.

Annual Report

12. The Clubs Policy Committee shall be responsible for compiling in a final report presented to BUSAC all activities that were undertaken throughout the year by the committee. Furthermore, the said report will make recommendations on how the committee could better fulfill its mandate in the future.