

### **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) Four (4) members of BUSAC as appointed by BUSAC
  - (c) Two (2) Students-at-Large from the student body as approved by BUSAC
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) Prepare an end-of-year report to BUSAC
  - (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
7. Quorum for this committee shall consist of at least four (4) members.

### **Responsibilities**

1. The Club Policy Committee shall be exclusively responsible for all matters relating to clubs including, but not limited to, the following:
  - (a) Ratifications and 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
2. The Club Policy Committee shall be responsible for the enforcement of Policy 500.
3. The Club Policy Committee shall have the right to make unilateral amendments to the constitutions of clubs except in the areas of:



Policy 605 (*Formerly Bylaw 605*)  
Clubs Policy Committee  
Effective: January 2020  
Replaces: September 2018

- (a) Name
  - (b) Membership
  - (c) Meetings
  - (d) Elections
  - (e) Amendments
4. After the consideration and recommendation by the Club Policy Committee, BUSAC or the BUSU Board of Directors will further endorse and implement their recommendations.
  5. The Club Policy Committee shall be responsible for approving or rejecting supplemental grants of up to \$1500, and shall make recommendations to BUSAC for grant requests of more than \$1500.

#### **Annual Report**

1. 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.