

## **1: POLICY TYPE: Operating Policy - STUDENT CLUBS**

**Herein the Students Clubs and Groups Committee will be referred to as the SCC.**

### **OP#1a POLICY TITLE: Student Rights to Clubs**

**Date Amended: 30/05/17**

All Trent University Durham students have the right to congregate together as a Club for a unified purpose.

Clubs must be ratified by the Trent Durham Student Association SCC.

All new and returning Clubs must submit a Purpose and Mission Statement, along with the completed "Clubs Application" to the VPCL and/or the SCC to be considered for ratification. The Board of Directors shall and will be used to rectify situations at the VPCL's discretion.

### **OP#1b POLICY TITLE: Definition of A Club**

**Date Amended: 30/05/17**

A "Club" shall be defined as:

- A group of five or more students who come together regularly (more than twice a semester) throughout the Academic Year for a specific purpose or intent which will benefit the campus community. A Club will hold a minimum of one on campus event for all members of the Corporation each year (September-April).

An "on campus event" shall be defined as:

- A gathering of, at minimum, the executive members of the club on the Trent University Durham property for a club activity or information session in which all members of TDSA are invited to participate. The on campus event cannot be a regularly scheduled club meeting.

### **OP#1c POLICY TITLE: Governance of Clubs**

**Date Amended: 30/05/17**

Student Clubs are subject to supervision by the Vice President of Campus Life (herein referred to as VPCL) and are managed by the TDSA's SCC. Student Clubs must comply with all policies applicable to Student Club activities.

All Student Clubs, and all members therein, must adhere to all policies and by-laws set forward by the Trent Durham Student Association.

### **OP#1e POLICY TITLE: New and Returning Clubs**

**Date Amended: 30/05/17**

#### **Application Process**

Students wishing to start a Club must first complete and submit a "Club Application" package in order to be considered for ratification. Incomplete applications will not be considered. In order for returning clubs to continue to be associated with the TDSA and receive certain TDSA and Campus Services, they must also complete the "Club Application" package, and send it to the VPCL for review before the start of the Academic year (September). Club Executives must not host club events or meetings until receiving approval from the VPCL.

The VPCL will review new Club applications and will ensure the Club's purpose is unique to the Clubs system and is in the best interest of all students. Recommendations for ratification will be made to the SCC and applications will be approved or denied ratification status based on a majority vote of 50% plus one. The SCC will be granted 48 hours to reply in response to the ratification of a club. Should the a response not be given, the VPCL has the right to approve or deny ratification.

New Clubs will be contacted by email within five (5) business days from the date of their completed application package submission being reviewed by the VPCL to be informed of the VPCL's recommendation to the SCC.

**OP#1f POLICY TITLE: Club, Membership, and Executive Rights**

**Date Adopted: 30/05/17**

1. Each Club is required to have a minimum of three (3) executive members, all of whom shall be members of the Trent Durham Student Association. These Club executives will be approved, along with the Club itself, by the SCC;
2. All three (3) club executives will have signing authority and one shall be the main contact for the Club. Any extended executives shall also have the signing authority on behalf of the club, once approved by the VPCL;
3. Club executives shall not be ambassadors of TDSA Cares nor shall they hold a Student Work Position with the University that relates to a similar interest.-Club members shall only be permitted to hold one club executive role at a time. *Club executives wishing to be an executive on more than one (1) club must formally submit an application to be reviewed and approved by the VPCL.*
4. Clubs may have up to a maximum of one (1) extended executive member, should they retain 25 active members in the previous academic year. Should the active membership drop below 25, the extended club executive shall be an active club executive until the club reaches 25 members again before December 31<sup>st</sup> of the current academic year. Should that membership not be attained, the club must remove the extended executive at the end of the Winter semester.
5. Membership in Clubs may consist of full-time students, part-time students, alumni, faculty and staff. A minimum of five (5) members shall comprise a Club, three (3) of whom shall be the executive (not extended executive);
6. Members of the TDSA Executive Committee, TDSA full-time staff, University staff, faculty, and alumni shall not be executive members of any Club.
7. Clubs that choose to enlist the membership of staff members, alumni or faculty shall not permit those members to have voting rights;
8. Clubs must intend only to carry out activities which do not infringe upon any Federal, Provincial and Municipal laws and any of Trent University's or TDSA's policies or by-laws;



9. Club membership is open to all students regardless of colour, age, gender, religion, culture, ability or sexual orientation. No TDSA member shall be refused membership in any clubs ratified by TDSA;
10. Membership fees of any kind shall not be charged to students to belong to a Club;
11. Clubs must organize and execute a minimum of one (1) event each Academic Year (September-April).
12. If a Club chooses to create a constitution or set of policies, a copy of such must be approved by the SCC and have all club executives attend a meeting to discuss the document with the VPCL.
13. All Clubs will be required to submit a semester report to the VPCL once per semester during the Academic Year. The deadline for each semester report will be the first day of Winter semester classes and April 30<sup>th</sup>. Each semester report must include the following information:
  - Detailed post-event report for each event;
  - Updated membership list;
  - Updated executive list;
  - Future ideas and event plans.
14. A Club shall not share the same name or purpose as any existing Club at Trent University Durham or TDSA service group operation;
15. All clubs' financial transactions shall be completed through TDSA in the form of general reimbursements. Each club executive is expected to fill out a separate form based on requirement.
16. New Clubs shall submit a copy of a Club proposal along with the "New Clubs Application" package to the VPCL. The proposal shall include the following information (see the New Clubs Application package for more information):
  - I. Purpose for starting the Club;
  - II. Mission statement including goals, objectives and how the Club is unique;
  - III. Event plans and ideas

**OP#1g POLICY TITLE: Clubs Right to Appeal De-Ratification      Date Adopted: 30/05/17**

**Process to Appeal:**

In the event that a Club is denied ratification, the main contact of the Club may submit a letter to the Board of Directors within five (5) consecutive business days of receiving notification of the non-ratification.

The Board of Directors shall review the letter during the next scheduled Board of Directors meeting. The Executive Committee of the Board of Directors will notify, within five (5) business days upon receipt of the letter, to the main contact of the Club that a recommendation shall be forthcoming.

Once the Board of Directors has come to a decision the main contact of the Club will be notified within five (5) consecutive business days.

### **OP#1h POLICY TITLE: Club and Group Benefits**

**Date Adopted: 30/05/17**

A ratified Club in good standing is entitled to access certain TDSA and Campus Services upon the discretion and approval of the SCC. These include, but are not limited to:

- a) Being listed as an official Club of TDSA;
- b) Requesting assistance from the TDSA in preparing Club financial statements;
- c) Requesting assistance from the VPCL/VPUA/President to ensure that Club activities comply with TDSA and Institution policies, by-laws and procedures;
- d) Applying for financial assistance through the VPCL/Club's Sub-Committee

### **OP#1i POLICY TITLE: Club Responsibilities**

**Date Amended: 30/05/17**

Clubs shall adhere to the following guidelines and principles:

- a) Adherence to all financial policies and procedures as set out by the TDSA;
- b) Holding a MINIMUM of one (1) event or activity per Academic Year(September-April);
- c) Having all promotional materials approved by the VPCL prior to posting on or off the university campus. Approval of any and all promotional materials adhere to the TDSA Poster Policy.
- d) All club executives must attend all mandatory TDSA Club group meetings, including but not limited to one scheduled meeting per semester as scheduled by the VPCL.;
- e) Executives shall be trained by the VPCL which will be specified for each individual club who will have their own training sessions.
- f) Attending two (2) TDSA run Club recruitment events, one (1) per semester;
- g) Sending all executive members to the TDSA Annual General Meetings. If an executive is unable to attend, a proxy must be nominated to attend on behalf of that executive member;
- h) Adhere to all administrative duties and deadlines for all information set by the VPCL, including the following:
  - Meeting for regularly-scheduled "Club Executive Forums," hosted by the VPCL
  - Submitting a semester report once per semester during the Academic Year by the first day of Winter semester classes and April 30 (See OP # 1e Requirements for Club Ratification Number 12. For details);
  - Maintaining the online membership lists in conjunction with the VPCL;
  - Submit a list of executive members with their names, student numbers, institutional email address (@trentu.ca) and telephone numbers to the VPCL;
  - Replying to all correspondence from the VPCL and TDSA Executive Committee within five (5) business days;
  - Adherence to the **Campus Booking Procedure and On Campus Food Procedure**;
  - Provide all necessary information to the appropriate body for review when requested.
  - Adhering to the university policies on sexual violence, equity, etc.

Executives wishing to withdraw from their Club responsibilities during the Academic Year are required to consult with the VPCL in order to find a replacement before leaving the Club. The VPCL will transfer the powers from the outgoing executive to the incoming executive.

Termination of Club Executive shall follow the procedure outlined below:



Pursuant to the policy hereof and TDSA by-laws, termination of officer shall be defined to mean the removal of the club executive which includes, but is not limited, to the removal of all rights, obligation and privileges within that club.

Due cause for termination may include, but is not limited to:

- a) Dereliction of duty where the club executive is found to have abandoned his or her duties as outlined in the policy hereof or any policy or lawful resolution of said Club, or any revision thereof;
- b) Lack of attendance without notice for more than two (2) meetings of the Club;
- c) Any other serious acts that are injurious to the Club, its Mission and/or Principles.

Procedures relating to termination are initiated according to the terms outlined in the policy hereof or by a petition from the club membership.

Any executive who has been removed from office under the terms and conditions herein will be eligible to serve again as an executive of their previous Club in the next Academic year (September- April). Any club member may, at a meeting of said club, request that the item of impeachment be included on the agenda of the subsequent meeting of the club. A request by motion to have the club membership consider the removal of a director must be provided by a simple majority vote.

Once a request to have the club membership consider the removal of a club executive from office has been received and adopted, it shall be the responsibility of the VPCL to take all reasonable and necessary actions to contact the club executive in question, in writing, to inform him or her of the request, the time and place at which the club membership will consider the question, and that he or she may be present to argue the question in their own defense.

Documentation required when replacing a club executive shall include a newly completed "Club Executive List," "Club Membership List," and the "Clubs Policy Contract". The above mentioned documentation must be provided to the VPCL within three (3) business days of the appointment of the new club executive.

**Op#1j POLICY TITLE: Club Use of TDSA Symbols**

**Date Adopted: 21/07/16**

A club must seek approval of the VPCL when requesting the use of the TDSA name or logo;

When a Club requests the use of the TDSA name or logo the main contact for said Club must submit a clear written proposal to the TDSA Executive Committee for the use of the TDSA name or logo including an example of the material that the TDSA name or logo is intended for.

Trent University's logos are NOT ALLOWED on any promotional materials unless given permission from Trent University administration.

**OP#1k POLICY TITLE: Funding for Student Clubs**

**Date Amended: 30/05/17**

**Expenditure Applications**

All approved clubs will be able to submit applications to request funds and access the TDSA's pool of club expenditure. The sum of the pool of club funding may vary from year-to-year and will be decided upon in June when the TDSA creates their annual budget.

Funding applications for clubs will be overseen primarily by the VPCL and, when necessary, the SCC -A formal "Clubs Funding Form" must be completed and will be approved on a first-come-first serve basis to advantage clubs who submit forms early.

The VP of Campus Life reserves the right to approve any funding applications under the amount of \$250.00. The VPCL may also wish to consult other Executives or the SCC for advising at any point, regardless of the requested amount. In the event that a club wishes to access funding in excess of \$250.00 the proposal must be approved by the SCC, which will be comprised of:

- The VPCL, who will chair the committee
- Two students at large who are members of the TDSA, in addition to board members
- An external advisor who is a non-voting member at the VPCL's discretion

At the discretion of the VPCL, clubs may not have to submit forms for funding of amounts that do not exceed \$10.00. If the VPCL suspects foul play and club executives are not operating in good faith, the VPCL has the right to withhold reimbursement of such purchase.

To be considered for club funding of any amount the club shall:

- Be a trained and recognized club
- Fill out the correct form and submit it to the VPCL.
- Submit an Event Application a minimum of two weeks in advance;
- Submit form for purchases exceeding \$250.00 at least four weeks in advance;
- Ensure that all previous receipts and incomplete funding applications are completed prior to submitting a new application
- Provide evidence that the club executive have made sufficient effort to fundraise on their own

**New Clubs:**

Newly ratified clubs will be given an expenditure of \$50.00 upon their ratification that they do not need to apply for using any of the TDSA's club expenditure forms. This \$50.00 is meant to serve as grace funding to allow new club executives to host events immediately after approval and not be intimidated by the larger funding procedures.

Upon the application of the club there shall be attached a form to apply for a 50 start up fund approved by the vpcl.

All forms of club funding will be reimbursed using the TDSA's reimbursement forms.

### Special Event Funding

Groups wishing to access additional funding outside of TDSA provided club funding may apply for Trent University Durham's Initiative Funding on a need-by-need basis.

### Exemptions to Club Funding:

- Club funding may only be accessed between the months of September-April.
- Clubs may not use TDSA funding for any donation purposes to another organization or individuals. This restriction does not apply to any monies raised independently by a club through their own fundraising efforts.
- Clubs may not use TDSA funding for appreciation dinners or banquets. This restriction does not apply to any monies raised independently by a club through their own fundraising efforts.

### Club Purchases

All club purchases made with TDSA funds are TDSA property. Clubs will have priority access to the items they purchased, and they will also have access to items that other clubs have purchased.

### Reimbursement of Club Expenses:

In order to be reimbursed, club executives must fill out a "General Reimbursement" form and attach the original receipts. Only club executives may sign reimbursement forms, regardless of which club member is owed the reimbursement. Club members must not make purchases on behalf of the club.

All "General Reimbursement" forms will take up to fourteen (14) business days to process and cheques will be available for pick up in the TDSA office. Each club executive is responsible for completing and submitting their own reimbursement form.

### OP#1I POLICY TITLE: Club Sponsorship

Date Amended: 30/05/17

Clubs may seek sponsorship with the approval of the VPCL and the SCC. The SCC can at their discretion escalate the situation to the B of D based on the severity of the situation.

Said clubs will submit a funding proposal to the VPCL which shall include:

- I. The name of the potential sponsor;
- II. What event will be sponsored;
- III. How much the sponsorship is worth.

Clubs will be contacted by the VPCL within five (5) business days with the approval or denial of the sponsorship request from the date of review by the SCC.

### OP#1m POLICY TITLE: Club Insurance and Risk Management On and Off Campus

Date Amended: 30/05/17

All clubs shall complete a detailed "Trent Risk Assessment Form" for each planned event and include all pertinent information including equipment, media services, food requests, activities, and any other materials required for the event.

All information provided on the "Trent Risk Assessment Form" shall be truthful and accurate.



“Trent Risk Assessment Form” shall be submitted to the VPCL Two (2) weeks for events under \$250 and Four (4) weeks for events over \$250. prior to the event in order to ensure enough time for the VPCL, Board of Directors and University Staff to process the form. Events shall be approved only once all details are provided.

Clubs shall be contacted through email once a decision has been made about the event. All clubs planning off campus events must complete a detailed “Trent Risk Assessment Form.” The form must be submitted to the VPCL twenty-one (21) days prior to the event. Any off campus event shall be classified as a Large events and large events schedule should be followed respectfully.

Insurance from any third party in the amount of \$2,000,000.00 in liability is required for off campus events adding Trent University and the Trent Durham Student Association (TDSA) Inc. as additional insured. If alcohol is being served, the third party must have alcohol liability.

The SCC in conjunction with Trent University Staff will approve all off campus events and clubs will be notified by the VPCL regarding the decision.

The SCC has the discretion to cancel any event based on unforeseen risks or insurance liability.

Should a club hold an event on or off campus without approval from the VPCL and Trent University Staff the executive of that club shall assume all liability and the club will be sanctioned.

A club shall give the VPCL a minimum of seven (7) business days’ notice if an event is to be cancelled.

**OP#1n POLICY TITLE: Club Sanctions**

**Date Amended: 30/05/17**

Clubs shall be sanctioned for the following reasons:

- I. Breach of any of the responsibilities outlined in this policy.
- II. Misuse of Student Association services, funding or privileges.

The sanction process is intended to hold clubs accountable to all students and to the club membership. The SCC has the right to suspend or automatically de-ratify a club, based on a recommendation from the VPCL, depending on the severity of the infraction.

A Club shall be sanctioned in the following ways:

- I. **Written Warning** – A club will receive written warning via email for infractions of the Clubs’ Policy and Procedures. Details of the incident will be kept on file.
- II. **Suspension** – A club will be placed on suspension if the club has acquired two (2) written warnings or has seriously breached the Clubs’ Policy and Procedures. While on suspension the club shall:
  - a. Be suspended from all benefits outlined in the Clubs’ Policy;
  - b. Possibly having all events cancelled in that time period of suspension.

Any club placed on suspension must meet with the **VPCL** to discuss steps taken to ratify the breach of Policy before being removed from suspension.

Any club that does not rectify its suspension status by the deadline set by the **VPCL** shall be scheduled for de-ratification.



**OP#1o POLICY TITLE: Club De-Ratification and Re-Ratification Process**

**Date Amended: 30/05/17**

**De-Ratification Process:**

The Board of Directors, with recommendation from the VPCL, has the right to de-ratify any club that is in breach of the Club Policy and Procedures or has been inactive for at least one (1) semester.

Conditions for de-ratification include, but are not limited to:

- I. Failure to find club executive turnover by the time the Academic year begins (September).
- II. Abuse of Student Association funding, services or privileges;
- III. Breach of any of the responsibilities outlined in the Clubs' Policy and Procedures;
- IV. Failure to take adequate precautions to limit liability while hosting or participating in events or activities either on or off campus;
- V. Committing an offence which contravenes any Federal, Provincial, or municipal laws;
- VI. Committing an offence or engaging in an activity that damages the reputation of the TDSA.

When scheduled for de-ratification, a club shall be notified by email from the VPCL.

Upon de-ratification, the club shall have the opportunity to appeal the decision to the Board of Directors. The Board of Directors has the authority to uphold or reverse the de-ratification decision.

**Re-Ratification Process:**

If a club has been de-ratified and wishes to become re-ratified, it must wait a period of one academic semester before applying for ratification and must follow the ratification process.

Final approval for re-ratification for all ratified clubs must be obtained by October 31 by filling out the "Re-Ratification Form" and submitting it to the VPCL. The final decision for re-ratification is left to the SCC.

**OP#1p POLICY TITLE: Transitions and Removals**

**Date Amended: 30/05/17**

**Transition of Club Executives**

Clubs shall present succession plans to the VPCL no later than March 31<sup>st</sup> each year. If there is contention for an Executive position, Club members shall hold an election to vote for their executives. The VPCL shall be the Chief Elections Officer of all club elections as outlined in the Club Election Guide.

**Removal of Members**

A Club member, including a club executives, may be given notice of removal. Removal will be considered where the member commits an act that negatively affects the interests of the Club and its members, including but not limited to the following:

- a) Non-disclosure of a significant or continuing conflict of interest.
- b) Violation of the University's Code of Student Conduct.
- c) Misuse of Club funds in a manner not communicated to the VPCL or Club Executives or members of the Club.
- d) Violation of a TDSA or Trent University Policy that harms the reputation of either organization
- e) Any violation committed by a Club that the VPCL has determined to be the responsibility of a single Club member or group of Club members.



1. Members and Executive members, as outlined in the Club's constitution, may be removed by a 2/3rds majority vote of the executive members.
2. Notice of removal shall be delivered by the Club's President. If the member being removed is the Club President, notice shall be delivered by the VPCL
3. A Club Executive may be removed from their position on the Executive without being removed from the Club.
4. Any member that is removed from a Club shall lose all privileges associated with membership in said Club.