

## Clubs Policy

### Definitions

For the purposes of this policy, definitions are as follows:

- a. "Activity" means *an internal gathering of the members of a club*;
- b. "Approval" means *the process by which a club is formally approved by the NUSU Vice-President Services, and is recognized as a bonafide club within the NUSU structure and community*;
- c. "Club Days" means *a week where all NUSU approved clubs are able to advertise their club to University students*;
- d. "Club Executive Officer" means *an executive from a NUSU approved club*;
- e. "Clubs Policy" means *the policy that is outlined herein*;
- f. "Director" means *a NUSU Director-At-Large*;
- g. "Event" means *an organized occasion that is marketed by a club to Nipissing University students and the community*;
- h. "Executive Committee" refers to *the entire NUSU Executive Team*;
- i. "Fiscal Year" refers to *the time period of May 1st-April 30th*.
- j. "Majority" means *a number that is greater than half of the total*.
- k. "Meeting" means *a regularly scheduled meeting of the members of a club*;
- l. "Member" means *any registered Nipissing University student, as outlined by the NUSU by-laws*;
- m. "NSF Cheque" means *a cheque that was not honored by the bank of the entity issuing the cheque, on the grounds that the entity's bank account does not contain sufficient funds*.
- n. "NUSU" means *Nipissing University Student Union*;
- o. "Sponsorship" means *receiving any benefit from an organization or business in return for access to the student market. This includes, but is not limited to, money or in-kind donations*;
- p. "University" means *Nipissing University*.

### 1. Introduction

#### **1.1 Purpose**

The purpose of this policy is to outline the responsibilities and benefits of clubs, and protect the interests of both NUSU and its recognized clubs by mandating their responsible creation and administration.

## **1.2 Rationale**

Clubs play an extremely vital role in the hosting of extracurricular activities for students both on and off the University campus. The clubs provide both engaging and social environments for students to interact, build relationships, foster a sense of community, and build their skills in an area of interest.

NUSU will provide clubs with basic funding to assist them in facilitating both activities and events that fit within the NUSU mission and vision. As per the policies outlined below, NUSU is responsible for governing and supporting clubs by overseeing their startup and appeals processes; membership eligibility and recruitment; constitutions and executive officers; rights and responsibilities; grants, Events, travel and finances; disciplinary measures and club closure.

## **2.0 Expectations of a Club**

The following list entails the expectations of a NUSU approved club:

- a. The existence and activities of clubs must not impose a legal liability on, or damage the interests of NUSU;
- b. Events are subject to NUSU approval, and the discretion of the Vice-President Services;
- c. Clubs ensure that a Majority of their membership is composed of University students;
- d. Clubs maintain that their only financial resources are in accounts managed by NUSU;
- e. Clubs are responsible for compiling and submitting an annual report to the Vice-President Services, as well as the Vice-President Finance at the end of each Fiscal Year;
- f. Clubs receive benefits including;
  - i) The opportunity to apply for grants to support club operations and Event initiatives;
  - ii) Assistance with club administration, financial resources, and event planning and promotion; and
  - iii) Assistance in obtaining resources from the University.

## **3.0 Regulations**

### **3.1 Starting a Club**

A club may be approved by the Executive Committee if it:

- a. Is open to University students;

- b. Proposes carrying out activities that obey federal and provincial laws, municipal by-laws, University regulations, NUSU by-laws, policies and procedures, is non-commercial, and does not infringe on the rights or privileges of others;
- c. Does not duplicate an existing University or NUSU service or NUSU club; and
- d. Submit a completed Club Status Application Form to the Vice-President Services.

### **3.2 Appeal Process**

- a. In the event that a club is not approved, the club applicant may appeal the decision to the Executive Committee.
- b. An applicant must have addressed the concerns outlined by the Executive Committee and must have taken steps to rectify these concerns prior to requesting an appeal.
- c. The Executive Committee must respond to an appeal in writing and inform the applicant within 14 days.
- d. The result of the appeal process is final.
- e. Applicants may re-submit an application one (1) year from the date of the original submission.

### **3.3 Club Naming**

Clubs are prohibited to use the word “union” in their name. Club names are subject to the approval of the Vice-President Services.

### **3.4 Membership Eligibility**

- a. All members are eligible for club membership.
- b. Clubs may charge a membership fee if the fee is approved by the Club’s Executive Officers, the Vice-President Services, the Vice-President Finance and the University. Prior to approval, the club must provide a rationale, in writing, to the approving parties as to why the fee would be collected.
- c. Clubs may have exclusive membership based on their mandate, with supporting rationale, subject to approval by the Vice-President Services.

### **3.5 Membership Recruitment**

Acceptable recruitment methods include:

- a. Advertising at Club Days;
- b. Distributing posters, banners or flyers adhering to University and NUSU guidelines, with general or other information, as approved by the Vice-President Services;
- c. Participating in University events;
- d. Promotion in University classrooms (instructor pre-approval is mandatory);



- e. Promotion through Social Media platforms; and
- f. Other methods approved by the Vice-President Services.

#### **4.0 Clubs' Governance**

##### **4.1 Club's Constitution**

A club's constitutions must:

- a. Outline the name and purpose of the club, descriptions of its Club Executive Officer positions, meeting requirements and procedures, procedures for the democratic election of its Club Executive Officers, a constitutional amendment process, a list of which Club Executive Officers may act as signing authorities, and a breakdown of any applicable membership fees;
- b. Be filed within two (2) months of approval;
- c. Be approved by the Vice-President Services;
- d. Adhere to federal and provincial laws, municipal by-laws, University regulations, and NUSU by-laws, policies and procedures; and
- e. State that is not an agent or representative of NUSU and that its views and actions in no way represent NUSU.

##### **4.2 Executive Officers**

- a. Each club is required to have no more than four (4) Club Executive Officers (i.e. President, Vice-President, Treasurer and Programmer), unless otherwise approved by the Vice-President Services.
- b. An individual student may not occupy more than one executive position at one time within the same club.
- c. A list of the Club Executive Officers including names, student numbers, titles, telephone numbers, and student email addresses must be provided to the Vice-President Services. Any changes to the Club Executive Officers of the respective club must be submitted, via an Executive Officer Update Form, to the Vice-President Services within one (1) week of the change.
- d. All clubs must hold annual elections for their Club Executive Officers.
- e. Elections must be conducted at a meeting that is open to all club members.
- f. Voting for Club Executive Officers can take place at the same club Meeting that nominations are called.
- g. Club Executive Officers must be University students.
- h. The NUSU Executive Committee and Directors are not permitted to be signing authority for clubs.

## **5.0 Approved Clubs**

### **5.1 Clubs' Rights**

Upon approval from the Vice-President Services, a club is entitled to:

- a. Advertise as an official NUSU club;
- b. Be advertised on the NUSU website;
- c. Recruit members and collect membership fees that are subject to approval by the Vice President Services and the University;
- d. Access University facilities (as per University regulations and existing NUSU/ University agreements) for provision of facilities and services;
- e. Participate in Club Days;
- f. Request assistance from the Vice-President Services for an Event or consultation on any club related issue or concerns;
- g. Request NUSU club locker space (if available).
- h. Request access to club funding;
- I. Post approved materials on designated club posting/NUSU bulletin boards;
- j. Create its own social media accounts; the names of which must be given to the Vice-President Services. All social media accounts must be open groups;
- k. If eligible, receive coverage under the NUSU insurance policy while conducting sanctioned club events.

### **5.2 Clubs' Responsibilities**

Upon approval, a club must:

- a. Undertake all dealings in accordance with applicable NUSU by-laws, policies and procedures;
- b. Adhere to its mandate as stated in its club constitution;
- c. Abide by the municipal and provincial regulations regarding alcohol;
- d. Inform the Vice-President Services of Club Executive Officer changes to the club;
- e. Inform the Vice-President Services and the Vice-President Finance of any fundraising activities or sponsorships they are applying for;
- f. Have their Sponsorship approved by the Vice-President Services and Vice-President Finance;
- g. Reply to all correspondence within five (5) business days;
- h. Hold at least one (1) general membership meeting per fall and winter semester;
- i. Forward all constitutional amendments to the Vice-President Services within five (5) business days of being approved by the club membership;
- j. Ensure the club's name is clearly visible on all club advertising or publications;



- k. Work respectfully within the University community;
- l. Send two (2) Club Executive Officers to the annual clubs' summit meeting;
- m. Keep financial records;
- n. Pay debts within thirty (30) days of notification;
- o. Receive appropriate permission(s) when using any logo;
- p. Require Club Executive Officers to meet with the Vice-President Services at least once (1) per Fiscal Year in addition to the clubs' summit meeting; and
- q. File an annual report no later than April 30th.
- r. Following approval, a club can collect student identification numbers of any of its members for the purpose of verifying status as a University student, given consent by those students.

### **5.3 Club Grants**

- a. Clubs may apply for funding by completing a club funding request form at least ten (10) days prior to the event.
- b. Funding opportunities are available to clubs with a limit of \$200 CDN per academic year.
- c. Clubs must expect that at least a Majority of event attendees will be current University students in order for the club to receive an event grant from NUSU.
- d. Certain clubs may be restricted from receiving clubs funding. These include, but are not limited to, clubs that are politically affiliated, religiously based, or are otherwise exclusive in their membership.

### **5.4 Club Events**

- a. Clubs must notify the Vice-President Services at least ten (10) days prior to hosting or advertising an Event by submitting an event approval form.
- b. Clubs are permitted to host bake sales, and any other food related events on campus, provided that they follow the guidelines established in the University and NUSU policies.
- c. Clubs that are purchasing food for their Events must follow the University food service requirements.

### **5.5 Club Travel**

- a. Clubs must adhere to NUSU practices regarding travel.
- b. Clubs are not covered under NUSU insurance for travel.
- c. Clubs are responsible for acquiring the personal insurance necessary to adequately account for all of their travel insurance needs.
- d. Insurance costs may be included as part of a clubs' grant request.



### **5.6 Club Advertising**

- a. Clubs must receive approval of advertisement from the Vice-President Services before advertising.
- b. Club promotions, advertising, and communications must comply with the advertising standards and practices of NUSU.

### **5.7. Club Finances**

- a. Clubs must use NUSU's Finance Department, in conjunction with the Vice-President Services and follow the club accounting practices outlined in the Clubs Policy.
- b. A completed NUSU Club Withdrawal Form must be submitted to the Vice-President Services and the Vice-President Finance for reimbursement. The Club Withdrawal Form must have supporting documentation and itemized receipts attached. Funds are not released until the appropriate documentation has been submitted to and reviewed by both the Vice-President Services and Vice-President Finance.
- c. NUSU reserves the right to conduct financial reviews periodically, at the discretion of the NUSU Finance Department, to examine the financial integrity and operations of a club. Reviews and findings will be made available to the Vice-President Services.
- d. Any unused NUSU Event grant money is withdrawn from a club's account and returned to the NUSU Club budget line by the end of the Fiscal Year.
- e. Clubs cannot enter into a deficit position.
- f. If a club goes into debt, they are not eligible to receive further grant money until their debt has been repaid.
- g. The NUSU Finance Department withdraws funds from a club account that owes a debt for any NSF cheque. It is the club's responsibility to re-solicit or acquire funds from an individual or the business that has written them an NSF cheque.
- h. Funds remaining in a closed or de-ratified club account will be transferred into the Club Holding Account after 30 days unless otherwise directed by the club's executive and the Vice-President Services.

### **5.8 Room Bookings**

All clubs' classroom and venue bookings must be submitted to the Vice-President Services and the Administrative Assistant at least ten (10) days prior to an event.

### **5.9 Clubs and Liability**

NUSU clubs must obtain event coverage insurance at least two (2) weeks prior to the event and file a copy of the insurance with the Vice-President Services. Failure to provide



proof of such insurance will result in immediate revocation of NUSU's approval for the Event.

### **5.10 Club Probation**

- a. At the recommendation of the Vice-President Services, the Executive Committee will review breaches of responsibilities outlined in this policy and make recommendations as to how a club must rectify its error and the timelines within which these changes must be made.
- b. The Executive Committee may place a club on probation.
- c. Clubs that are placed on probation must be notified of their probationary status, in writing, within two (2) business days of the Executive Committee's decision.
- d. While on probation, a club has their financial account frozen and no longer has the rights and privileges of a NUSU approved club.
- e. Any club that fails to rectify the issues for which it was put on probation, within a timeframe of one (1) month, will have its Approval revoked.
- f. The Executive Committee must outline, in writing, the reasoning for why the club's Approval was revoked.

## **6.0 De-ratification of a Club**

### **6.1 De-ratification Procedure**

- a. A written notice to de-ratify a club must be submitted to the Executive Committee.
- b. The Vice-President Services has the final authority to de-ratify a club.
- c. De-ratified clubs will be notified of de-ratification by email within two (2) business days of the final decision.
- d. Reasons for de-ratification will be communicated in this email.
- e. De-ratified clubs may appeal this decision in writing to the Executive Committee within ten (10) business days of notification of the de-ratification.
- f. De-ratified clubs must wait one year before reapplying for club status.

### **6.2 Club Closure**

- a. A club may dissolve itself by completing a Club Closure Form.
- b. The Vice-President Services may initiate a club closure due to one year of inactivity.
- c. The Vice-President Services has the final authority to close a club.
- d. The Vice-President Services must communicate closed status to a club's Executive Officers by email within two (2) business days of the final decision.





- e. Unused funds from a club account may be used toward the original club mandate or be donated to a not-for-profit organization.
  - f. A closed club cannot be re-opened; however, a new club may use a closed club's former name.
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