



King's University College Students' Council CLUBS OPERATING POLICY

EFFECTIVE: November 23rd, 2014

SUPERSEDES: N/A

AUTHORITY: Student Issues Committee

RATIFIED BY: Council

November 23rd, 2014

RELATED DOCUMENTS:

- Clubs Ratification and De-Ratification Procedure
- Clubs Interim and Final Report Procedure
- Clubs Disciplinary Procedure

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PREAMBLE:

KUCSC ratified clubs enable students to shape the King's community, creating unique opportunities open to all students. The KUCSC and the Club structure have a symbiotic relationship of interdependence and mutual support. The KUCSC helps create a policy framework and support network to ensure that Clubs operate in a manner consistent with our commitment to the King's Community and Student body.

1.00 SCOPE

1.01 This document governs the general functioning of the Clubs community.

1.02 Any reference to "Club" or "KUCSC Club" shall refer to an organization that has been ratified by the KUCSC in accordance with the Club Ratification and De-Ratification Procedure.

1.03 Any reference to "Executive" or "club Executive" shall refer to the President, Vice-President Finance, Vice-President Events, and Chief Communications Officer, or those filling the responsibilities of each position as defined below.

2.00 DEFINITIONS OF A CLUB

2.01 A KUCSC Club shall be defined as a group of individuals sharing a mutual interest in a particular area that has been ratified by the KUCSC

- (1) Any and all ratification of Clubs shall be done in accordance with the Club Ratification and De-Ratification Procedure.

3.00 CRITERIA FOR MEMBERSHIP

3.01 Regarding Membership, each club must:

- (1) Be open to all undergraduate students at King's University College.



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- (2) Have, without exception, an executives comprised exclusively of undergraduate students at King's University College.
 - (3) Maintain at least fifteen voting members at all times, including the Executive.
- 3.02 Each club may be open to individuals who are not enrolled in a King's undergraduate program.
- (1) Non-King's undergraduate students are considered non-voting.
 - (2) The KUCSC executive retains the right to remove any non-King's undergraduate student member of a club.
- 3.03 All club members, whether undergraduate or otherwise, are required to pay any approved membership fee associated with any club of which they wish to remain a member.

4.00 STATEMENT OF CLUB RESPONSIBILITIES

- 4.01 Each club's executive must fulfill all responsibilities owed to both the KUCSC and to the club's membership; moreover, the club executive must also adhere to any other administrative duties and deadlines assigned by those with authority over KUCSC clubs.
- 4.02 Regarding communication with members and the KUCSC, each club must:
- (1) Advise and review with the club's members, on a yearly basis, any relevant KUCSC governing documents and the club's constitution;
 - (2) Maintain an active email account capable of receiving email and to check this account at least two (2) times each week.
 - i. It is the club's responsibility to ensure that an official KUCSC Club email exists and functions properly.
 - (3) Ensure that the club's president or proxy attends all meetings organized by the Vice-President Student Issues.
 - i. A proxy will only be recognized if she is a member of the Club Executive.
 - (4) Ensure that all information – including contact information, executive membership, and listed events – posted on the KUCSC website clubs page is accurate and up to date.
 - i. The Chief Communications Officer is required to upload any relevant information submitted by clubs for posting on the KUCSC website's clubs page within two (2) business days of the submission.



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- (5) Ensure that the club's email lists are updated each year to include only current members' email addresses; and,
- (6) Ensure that members' email addresses are not disclosed to third parties without the members' written consent.
- (7) Submit a budget as subject to the Annual Budget Policy and Procedure.
- (8) Submit interim and final reports as subject to the Clubs Interim and Final Reports Procedure.

4.03 Regarding the constitution, each club must:

- (1) Ensure that the Constitution posted on the KUCSC clubs page is accurate and up-to-date;
 - i. The most recent duly written or amended constitution submitted to the Chief Communications Officer (CCO) shall be considered the legitimate governing document of the club.
 - ii. The CCO is required to upload any relevant information submitted by clubs for posting on the KUCSC website's clubs page within two (2) business days of the submission.
- (2) Review the club's Constitution on a yearly basis to ensure that the club is complying with its mandate and is operating in accordance with its Constitution; and,
- (3) Ensure that all constitutional changes are made in accordance with the procedures set out in the club's Constitution.

4.04 Event and Risk Management

- (1) A club must abide by KUCSC governing documents in order to reduce the club's exposure to risk and the KUCSC's exposure to risk brought about by the club's events. Elements of risk include: injury or harm to event participants and organizers, loss, theft or damage to property; financial loss. and legal liability.
- (2) The club's president is responsible for ensuring that the club's event organizer is addressing each step of the risk management process, which include the following responsibilities:
 - i. to work with and comply with requests made by the KUCSC to reduce the level of risk posed by any particular club or club activity.



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- ii. to take every precaution necessary to limit liability while hosting or participating in events and activities; and,
 - iii. to report to the Vice President Student Issues or General Manager within twenty-four (24) hours any injuries, theft, and/or loss or damage of property that occurred at the club's event.

- 4.05 The club executive must ensure that the club adheres to its Constitution and mandate by being familiar with all relevant KUCSC and King's University College governing documents, including the following:
 - (1) The Clubs Operating Policy;
 - (2) King's University College's Policy on Use of Alcohol on Campus;
 - (3) The KUCSC Community Standards Policy, which regulates the activities of those who operate or exist under the authority of the KUCSC;
 - (4) Relevant advertisement or promotional policies or standards, including those established by King's University College and the KUCSC.
 - (5) All municipal, provincial and federal regulations and statutes; and,
 - (6) Any reasonable, written requests made by the Student Issues Committee or the KUCSC Executive Council.

- 4.06 Regarding Meetings and Elections, each club must:
 - (1) Host at least three (3) general meetings per year unless permission for fewer meetings is sought from the Clubs Coordinator. At least one of the meetings must be for the election of the club's executives;
 - i. A "general meeting" is defined as any gathering of the membership for which the primary purpose is:
 - a. To provide club executives and members an outlet for central planning and brainstorming of events;
 - b. Making decisions on the administration of governance of the club, such as the Constitution of the club or executive structure;
 - c. Informing and updating members of changes to the club or upcoming events and meetings; or,



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d. Elections of new executives.

(2) The Executive Member tasked with acting as the CRO is required to do the following:

- i. Advertise the election of a new executive two (2) weeks in advance of the vote.
- ii. Ensure that only voting members who had been a part of the club for greater than four (4) weeks can vote.
- iii. Conduct all elections through secret ballot.

5.00 CLUB PRIVILEGES

5.01 The KUCSC provides Clubs with privileges provided those Clubs adhere to the Clubs Policy and comply with any other restrictions or requirements imposed by those with authority over the Clubs system. Privileges extended to Clubs include the following:

- (1) To operate in a pseudo-autonomous fashion.
- (2) To be recognized and listed as an official KUCSC ratified Club.
- (3) To solicit members and collect membership fees during Clubs Week and throughout the academic term.
- (4) To have access to KUCSC staff, support, and resources as listed below:
 - i. To receive assistance from those who govern the Clubs coordinators and relevant KUCSC staff or Executive Members to ensure Club activities comply with all policies of the KUCSC.
 - ii. To receive assistance from the Clubs Finance Coordinator and the KUCSC Chief Financial Officer when preparing Club financial statements and budgets.
 - iii. To apply for and receive grants where qualified.
 - iv. To receive insurance coverage for KUCSC approved Club activities and events.
 - v. To be able to sell tickets without charge at the King's Connection.
 - vi. To have prioritized access to KUCSC-controlled space, where available.

5.02 To be included in any KUCSC Clubs Week events.

5.03 To promote and seek membership on campus.



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5.04 Pending approval of the KUCSC Executive or the King's University Administration, clubs may use the KUCSC name or logo or the King's University College name or logo, respectively.

6.00 CLUB REVIEW

6.01 The Clubs Coordinator, Clubs Finance Coordinator, and Vice-President Student Issues are responsible for ensuring that each Club adheres to its mandate when engaging in activities and when conducting its day-to-day affairs.

6.02 The Vice-President Student Issues, or designate(s), has the right to instigate and conduct random reviews of any Club.

6.03 The Student Issues Committee and individuals with authority over the Clubs community may conduct reviews to ensure, among other things, the financial integrity of the Club, the integrity of the Club's general operations, and that the Club's programming complies with the Club's mandate.

7.00 EXTERNAL AFFILIATIONS

7.01 Clubs are required to disclose in detail any Club relationship with on and off-campus organizations other than the KUCSC.

7.02 The KUCSC reserves the right to approve or deny any External Affiliation.

(1) If an External Affiliation is denied, the Club may choose to continue as a Club without External Affiliation or choose to cease being a Club.

8.00 CONFLICT OF INTEREST

8.01 Any member who finds herself in a conflict of interest situation, or potential conflict of interest situation, has a duty to disclose that conflict to the Club Executive.

8.02 Where a member of the Club's Executive possesses a conflict of interest, the disclosure shall be to the remaining Executive members.

8.03 No club member, nor any family relation of the member, shall gain any profit or benefit in any dealings or actions taken on behalf of the club, unless that member has previously declared a conflict of interest at a club meeting.

8.04 Circumstances under which a conflict of interest may arise include but are not limited to the following:



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- (1) The member has a financial interest in a business or other third party which is doing or seeking to do business with the Club.
- (2) The members has received or will receive a gift or other compensation from a business or other third party as a result of the Club doing business with said company or the company seeking to do business with the Club.
- (3) The member has had personal dealings, positive or negative, with a business or other third party that impairs the member's ability to objectively deal with that business or third party.

8.05 Where the Club President and other Executive members find that a valid conflict of interest exists, one or more of the following steps shall be taken to mitigate the conflict of interest.

- (1) The member refrains from discussing the relevant issue at hand.
- (2) The member refrains from discussing and voting on the relevant issue at hand.
- (3) The member be removed from the meeting or discussion altogether.
- (4) The member remits any personal gain received to the general membership or returns the personal gain to the third party.
- (5) Where the conflict of interest presents undue risk or liability to the Club, the member may be removed from the Club.

9.00 REMOVAL OF MEMBERS

9.01 A Club member, including a member of the Executive, 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:

- (1) Non-disclosure of a significant or continuing conflict of interest.
- (2) Violation of King's University College's Code of Student Conduct.
- (3) Misuse of Club funds or financial transactions in a manner not communicated to the Executives or members of the Club.
- (4) Violation of the KUCSC Community Standards Policy.
- (5) Violation of a KUCSC or King's University College Policy or Procedure that harms the reputation of either organization and/or exposes either organization to financial or legal liability.



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(6) Any violation committed by a Club that the Student Issues Committee has determined to be the responsibility of a single Club member or group of Club members.

9.02 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 Clubs Coordinator.

9.03 A Club Executive may be removed from their position on the Executive without being removed from the Club.

(1) This section does not preclude removal of an Executive from the Club.

9.04 Any member that is removed from a Club shall lose all privileges associated with membership in said Club.

10.00 FINANCIAL

10.01 Any surplus in a Club's budget at the end of the year shall be absorbed into the KUCSC Operating Budget.

11.00 PROCEDURAL AUTHORITY

11.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Student Issues Committee.

(1) The scope of such Procedures is limited to the scope of this policy.

(2) In the event of any conflict, this Policy supersedes any documents created under it.

(3) Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect.

(4) Any decision by the Executive Council may be overturned by a two-thirds (2/3) vote of council.