

CLUBS POLICY
Of
THE UNIVERSITY STUDENTS' COUNCIL
Of
THE UNIVERSITY OF WESTERN ONTARIO

PREAMBLE

The purpose of this policy is to uphold the interests of club members, students, the USC, and the University community. This document is designed to assist students in the formation, operation, and development of clubs and to make clear the obligations that a club has to the USC and to its members. This Policy is the guiding policy for decisions rendered by the Clubs Policy Committee.

1.00 DEFINITIONS:

- 1.01 “**Club**” means a USC ratified club;
- 1.02 “**Club member**” includes any individual who is a recognized member of a USC ratified club;
- 1.03 “**CPC**” means the Clubs Policy Committee;
- 1.04 “**CPRC**” means the Clubs Programming Review Committee;
- 1.05 “**Organization**” means a non-ratified club, seeking ratification;
- 1.06 “**Student**” includes any individual duly enrolled in at least one course at UWO or any affiliate college;
- 1.07 “**UCC**” means the University Community Centre;
- 1.08 “**University Community**” includes all recognized University or student groups, and individuals affiliated with UWO;
- 1.09 “**USC**” means the University Students’ Council; and,
- 1.10 “**UWO**” means the University of Western Ontario.

2.00 GOVERNANCE:

- 2.01 Clubs Policy Committee: the CPC officially oversees the clubs system and ensures that all clubs abide by the USC Clubs Policy.

- (1) The composition and duties of the CPC are defined as per the USC Policies and Procedures.

3.00 REVIEW:

3.01 In light of its oversight capacity, the USC undertakes to supervise clubs in the following manner:

- (1) The *Financial Review Committee*, in conjunction with the Clubs Coordinator, Clubs Finance Coordinator, and the CPC, will review one third of the clubs system per school year to ensure the financial integrity of the club and of its records;
- (2) The *Clubs Programming Review Committee*, as a sub-committee of the CPC, will review clubs' programming each year to ensure the mandate of the ratified club is adhered to through its activities; and,
- (3) The Vice-President Finance, Clubs Coordinator, and Clubs Finance Coordinator, reserve the right to conduct random reviews of any club in order to determine the integrity of the finances and general operations of the club.

3.02 The onus is on the club to provide all necessary information to the appropriate body or individual described above for review, by fulfilling its responsibilities under s. 6.00 of this Policy, and by providing any other information requested.

4.00 RATIFICATION:

4.01 Applications:

- (1) The following will be the deadlines for submitting new club applications:
 - i. September 10th, October 10th, December 1st, February 1st, and March 1st.
- (2) The CPC will evaluate an organization's application based on its merits with regard to the best interest of undergraduate students.
- (3) Students interested in ratifying an organization shall meet with any Clubs Commissioner, Clubs Coordinator or Clubs Finance Coordinator upon request, to ensure that the documentation criteria of an application meet the requirements within the Clubs Policy.

4.02 Requirements for Ratification:

- (1) An organization proposing a new club must provide evidence that:

- i. Its membership is open to all undergraduate students;
- ii. If the club chooses to open its membership to non-UWO students as well, the non-student club members are not given voting rights. Clubs that choose to enlist the help of staff members shall not permit those staff members to have voting rights;
- iii. Only undergraduate UWO students may hold executive positions within a the club's membership;
- iv. It intends to carry on activities which do not infringe any federal, provincial, and municipal laws, nor any UWO and USC policies and procedures;
- v. It does not share the same mandate as any existing club, nor any club that has been de-ratified within the last year, nor any USC service or operation;
- vi. Significant interest has been demonstrated within the student body by presenting to the CPC a typed list of no fewer than fifteen (15) undergraduate students currently registered at UWO who are interested in joining the organization if ratified. The list shall include the students' names, student numbers and contact information;

(2) Five (5) copies of a Clubs Proposal must be submitted to the Clubs Coordinator's mailbox in the USC main office. The proposal is to include the following:

- i. a typed cover letter stating the organization's desire to be ratified along with the names, student numbers, email address and telephone numbers of two (2) representatives for the organization if ratified;
- ii. a typed maximum three (3) page proposal answering the following questions:
 - a. what is the purpose of the club?
 - b. what activities will the club hold? Are these activities feasible?
 - c. how is this club unique from already ratified USC clubs?
 - d. how will the club be financially organized and how will monies be allocated?
 - e. what are some of the liability issues that the club may face?
- iii. a typed copy of the proposed constitution for the club that:
 - a. adheres to the USC Clubs Policy;

- b. is approved by the USC's Legal Affairs Officer and the CPC;
- c. states clearly that its views and actions in no way represent the USC;
and,
- d. clearly includes the following areas:
 - name of the club
 - club mandate
 - membership
 - membership fees
 - executive positions
 - executive duties/responsibilities
 - meetings
 - election procedures
 - refund policy
 - amendments
 - impeachment
 - signing officers
 - an agency clause; and,

(3) All organizations seeking ratification must give a brief presentation, by the movers of the proposal, at a Clubs Policy Committee meeting.

4.03 **Appeals:**

- (1) In the event that an organization is not ratified, the organization may ask the CPC to reconsider its decision.
 - i. the organization has the option to provide reasons for reconsideration to the CPC through a written statement or an oral presentation.

(2) In the event that an organization is not ratified after reconsideration by the CPC, the organization may request an appeal before the USC Board of Directors.

- i. the Board has the right to grant or deny leave to the appeal
- ii. the Board's decision on the appeal is final.

5.00 CLUB RIGHTS:

5.01 A club is entitled to access certain USC services, and the right to:

- (1) Be listed as an official USC club;
- (2) Reserve available rooms and space in the UCC for approved club activities;
- (3) Be given a space in any USC Clubs' Week event, provided the following administrative deadlines are met:
 - i. Submission of the club president contact information and signing authority information to the USC Office by May 1st,
 - ii. submission of the insurance information form, including a list of proposed events for the year to the Clubs Coordinator's mailbox in the USC Office by September 10th,
 - iii. attendance by at least one club executive member with signing authority at an executive training session prior to Clubs Week One;
 - iv. attendance by the club's president at the 'All Presidents Meeting' prior to Clubs Week One, unless a designate is;
- (4) Purchase club receipt books at nominal costs;
- (5) Solicit members and collect mandatory membership fees;
- (6) Request assistance from the Clubs Finance Coordinator and Vice-President Finance in preparing club financial statements;
- (7) Request assistance from the Clubs office to help set up club events or to assist with any general problems during the year;
- (8) Request assistance from the Legal Affairs Officer to ensure that club activities comply with USC and UWO Policies and Procedures;
- (9) Request space on the USC server to post club information;

- (10) Request use of the USC long distance telephone located in the Council Resource Centre. Charges will be levied against a club's USC account;
- (11) Request available USC office and locker space if requirements are met. The appropriate requirements are found under s. 9.00 of this Policy; and,
- (12) A USC Clubs mailbox, through which communication from the CPC and the USC will take place.

6.00 CLUB RESPONSIBILITIES:

6.01 Every Club has important responsibilities to the USC and to its membership. These responsibilities shall include:

ADMINISTRATIVE DUTIES

- (1) Collecting the contents of their USC mailbox at least once per week. Important communication from the USC and CPC will be conveyed to the club by means of this mailbox, and clubs are responsible for any consequences that result from a failure to check the mailbox;
- (2) Maintenance of an active UWO email account with adequate space to receive emails, to which the designated USC club email account shall be forwarded;
- (3) Verifying by September 10th each year that there is an up-to-date Constitution filed with the USC Office;
- (4) Forwarding all constitutional changes to the Clubs Coordinator and Legal Affairs Officer within one week of changes;
- (5) If a club maintains a website, the information must be up to date;
- (6) Submitting a final report to the Clubs Coordinator's mailbox by March 15th which includes:
 - a. a detailed summary and evaluation of all club activities that have taken place during the year,
 - b. a list containing the dates of all duly constituted meetings held during the year,
 - c. a copy of the minutes from the club's annual general meeting,
 - d. a detailed report on finances including a statement of revenue and expense for the fiscal year,

- e. a list of incoming executives with their names, student numbers, email addresses, and up-to-date telephone numbers,
 - f. an up-to-date membership list containing names, student numbers and telephone numbers, and,
 - g. a transfer of signing authority form and an executive signing authority form.
- (7) When an email is sent to the entire membership of the club, a carbon copy of that email must be sent either to the Clubs Coordinator or to the individual responsible for auditing the club in question;
- (8) Adherence to any other administrative duties and deadlines for all information sent by the Clubs Coordinator, Clubs Finance Coordinator and/or the CPC;

ELECTIONS

- (9) Adherence to the Executive Elections Procedures, which is to include the following format and minimum standards:
- i. A call for elections must be made to the entire membership at least 2 weeks in advance of when the club's Annual General Meeting (AGM) is to be held;
 - ii. Nominations must be open for a minimum of one week prior to the AGM;
 - iii. One member of the executive shall be designated in the Club's Constitution to be the Chief Returning Officer (CRO) responsible for the elections;
 - iv. All election procedures that are set by the club will be available to club members when nominations open;
 - v. Ballots may be distributed by the CRO. It is up to the CRO as to whether voting is done for each position separately, or all the voting is done at one time;
 - vi. The CRO will initial each ballot immediately before giving it to each voter;
 - vii. Each candidate will be allowed to appoint a scrutineer to count the votes with the CRO and the outgoing President, unless the outgoing President is standing for election;
 - viii. It shall be noted in the club's constitution what standard will be used to declare a winner in an election (for instance, 2/3's majority or 50% + 1);
 - ix. No club member is allowed to act as an election official if they are running for a position on the incoming executive; and

- x. Once the election is completed and the new executive is declared, the outgoing President will forward a list of the new executive, their telephone numbers and e-mail addresses to the USC Office.

FINANCIAL

- (10) Exclusive use of USC accounting services for all club monies and financial dealings;
- (11) Adherence to all accounting policies and procedures as set out by the Clubs Finance Coordinator, the USC Vice-President Finance and/or the USC Comptroller;
- (12) Grant of signing authority for the club to members who are 18 years of age or older;
- (13) An executive of a club, who wishes to receive signing authority must attend one 'Executive Training Session', as designated by the Vice-President Finance or Clubs Coordinator, prior to receiving a signing authority card from the USC;
- (14) Collection of a minimum membership fee of \$5 for the purpose of paying the club's insurance charge, as listed in the Clubs Manual or in consultation with the Clubs Finance Coordinator or the Vice-President Finance;
- (15) Keeping a detailed set of financial records in accordance with the USC Faculty/Club accounting manual;
- (16) Submitting a detailed budget for the club including membership fees collected during Clubs Week, to the Clubs Finance Coordinator's ~~mailbox in the USC Office~~ by October 1st;
- (17) Initiating a refund policy for club members which is to include the following format and minimum standard;
 - i. A member may apply to his or her club for a refund within one month of becoming a member of the club, or within one week of the club's first official event, if:
 - a. there has been a misinterpretation of the club's mandate and proposed activities as specified to the member when signing onto the club.
 - ii. A member may only apply to his or her club for a refund after one month of signing up for membership for the club, or after one week of the club's first official event for extenuating circumstances
 - a. extenuating circumstances include, but are not limited to:

- (i) Serious organizational issues with the club executive that led to a complete lack of communication to its members, or lack of programming as promoted to its members; and,
 - (ii) any circumstance that seriously hampers the ability for the club member to enjoy his/her membership to the club.
- b. where a club and its member cannot resolve the refund issue, a club or the member may request assistance from the Clubs Coordinator who will act as a mediator between the Club and the member to reach a resolution.

GENERAL

- (18) Adherence to the mandate that the club has been ratified upon;
- (19) Adherence to all UWO and USC policies and procedures in all club practices. It is the club's responsibility to educate itself on these policies and procedures. They include but are not limited to:
 - i. Adherence to the USC's Trips Policy for Non-Alcoholic Events when organizing events that require a third-party, non-commercial or commercial, transportation service for USC-related events;
 - ii. Adherence to the UWO's Campus Alcohol Policy when organizing events that may include alcohol;
 - iii. Adherence to the Community Standards Policy; and,
 - iv. Adherence to USC and UWO Discrimination and Harassment Policies.

MEETINGS

- (20) Attending all mandatory USC Clubs' meetings as set by the CPC, the Clubs Coordinator, and/or the Vice-President Finance;
- (21) Holding the club's annual general meeting (AGM) prior to March 15th
- (22) Holding no less than three (3) duly constituted general meetings per year, one of which must be the election of the executives.
 - i. A club may request permission from the CPC to hold fewer than three (3) duly constituted general meetings if the nature of the club renders such meetings unnecessary. This permission expires after one year.

- ii. A duly constituted meeting, unless otherwise determined by the CPC, is one which:
 - a. has been advertised in a reasonable manner at least seven (7) days in advance; and
 - b. has reached quorum, quorum for purposes of the USC Clubs Policy, being the lesser of 20% of club membership ~~excluding executive~~ or 75 members in good standing, or such higher number as the club may, in its own constitution, provide, and
- (23) Taking detailed minutes at each duly constituted general meeting and keeping them on file at the USC office;

MEMBERSHIP

- (24) Having an executive that consists solely of undergraduate students registered at UWO;
- (25) Having a minimum of 30 voting members including the executive by March 15th;
- (26) Submitting an up-to-date typed membership list to the USC Finance Office September 30th;
- a. include the members' names, student numbers, telephone numbers and email addresses
 - b. an additional updated list is to be submitted on January 30th of each year if:
 - i. the club has solicited more members after September 30th

7.00 TRADE-MARK USE:

- 7.01 A club must seek the Board of Directors' approval when using the USC name or logo, in accordance with s. 3.00 of the General Corporate Policy.
- 7.02 Use of the UWO's name is defined by, and must be done in accordance with, the UWO Policy and Procedure 1.17.

8.00 CLUB SPONSORSHIP:

- 8.01 Sponsorship must be approved by the Vice-President Finance, in consultation with the Board of Directors.
- 8.02 Any sponsorship must:

- (1) Abide by UWO Policy and Procedure 1.12, Advertising and Commercial Activity;
- (2) Not infringe or effect current commercial agreements between USC and UWO or commercial agreements in place on behalf of the USC or UWO; and,
- (3) Not infringe upon or effect current commercial agreements between USC and its UCC tenants if sponsorship is to occur within the UCC.

9.00 OFFICE AND LOCKER SPACE:

9.01 Clubs are permitted to apply for a limited number of office and locker spaces.

9.02 Due to their limited availability, office and locker space are allocated at the discretion of the Vice-President Finance, in consultation with the USC Board of Directors, the CPC and the USC General Manager, in a manner that ensures the fair and equitable allocation of such space.

9.03 Office Space:

(1) Each year, five (5) clubs will be selected to hold office space for a two year term

- i. a total of ten (10) clubs will hold office space in a one year period
- ii. the clubs will have staggered terms so that each year five (5) clubs will begin their two (2) year term, while five (5) clubs will be in their final year of their two (2) year term.
- iii. each of the five (5) club offices will be shared equally by two (2) clubs, and each club will hold office space for a two (2) year term, starting June 1st

(2) In order to be eligible for office space, the following conditions must be met:

- i. have been a club for three consecutive years
- ii. have a proven record of good financial standing
- iii. have the financial ability to purchase all office supplies and supply the office for the duration of the term
- iv. not be on probation in any manner for the current year or previous year
- v. not violate the Clubs Policy for the current year or previous year, and
- vi. have a minimum of 100 voting members.

(3) Application Process:

- i. all applications must be submitted to the Vice-President Finance
- ii. three (3) copies of the application must be submitted by the last Friday of March
- iii. the proposal must state whether the club fulfills the requirements for eligibility, and answer the following questions:
 - a. how many members does the club have?
 - b. how many members did the club have in the past two years? If the numbers are not consistent, please explain why.
 - c. what type of programming does the club run and how does it fit with the mandate that the club was ratified under? Please include a list of events held in the current year, and the events held in the previous year.
 - d. what will the office space be used for? The office space is not to be used as storage space.
 - e. why does the club require functional office space? Appropriate reasons include, but are not limited to:

Successful operation of the club's activities require a stable location

The club has a great deal of administrative duties, and

Space for resources for members.
 - f. a club with office space must maintain a minimum of 12 office hours per week, over a minimum of 4 days between Monday and Friday. Does the club have the capacity to hold this number of office hours?
- iv. all information supplied in the proposal must be feasible, either by proof of having run such programming currently, or how the infrastructure of the club can support such programming.
 - a. it is the club's responsibility to prove in its proposal that these events have been, or can be executed

(4) Selection Process:

- i. only applicants who fulfill the requirements and meet all criteria may be selected to hold office space.
- ii. if more than 5 clubs demonstrate sufficient need and use for the office space, all approved applicants will be placed in a lottery whereby five (5) clubs will be randomly selected
- iii. allocations of office space will be made with consideration to the compatibility of clubs that will share offices, and to space concerns.

(5) Regulations applicable to clubs holding office space, whereby failure to adhere will result in the removal of the right to the office space, include:

- i. All clubs granted office space are financially responsible to the USC for damages of any kind to the office. Before receiving keys to the office, clubs that have been granted office space will be required to provide a security deposit of \$300.
 - a. This deposit will be refunded in full at the end of the club's period of occupation of the office if the office is found not to be damaged in any way.
 - b. If damage is found in the office, the cost to repair the damage will be subtracted from the security deposit, with any remainder being refunded to the club.
 - c. If more than \$300 worth of damage has occurred, the club will be charged the additional cost of repair. Damage includes, but is not limited to:
 - (a) physical changes, such as paint, wall coverings, and wall furnishings hung with nails, ~~or~~ tape or any means that would foreseeably damage the walls;
- ii. maintain the requirements for the club to hold an office space; and
- iii. use the office space as the club had specified in its office space application.

(6) Removal from Office Space:

- i. the Vice-President Finance, in consultation with the USC Board of Directors and the USC General Manager, reserves the right to change a club's allocation at any time if:
 - a. the club breached the Clubs Policy or any of the regulations stipulated in paragraph 9.03(5)

- b. the club abused or misused the office in any way
- c. the move will result in a more efficient use of space

9.04 Locker Space:

- (1) Lockers will be allocated to clubs based on need,
- (2) Clubs must submit to the Vice President Finance the club's need for a locker, including all club assets to be stored in the locker,
- (3) Lockers will be allocated for a two (2) year term.

10.00 CLUBS FINANCING:

10.01 Short Term Loan Applications:

- (1) Recognizing that, from time to time, USC Clubs may encounter financial difficulty or require financial assistance to further the mandate of the club, set out herein are the rules relating to club financing by the USC.
 - i. a club's entitlement to financial assistance is not by way of right and loans shall be authorized by, and at the discretion of, the USC Vice-President Finance and USC Comptroller in consultation with the Clubs Finance Coordinator.
 - ii. the Vice-President Finance and USC Comptroller reserve the right to stipulate whether interest will be paid on top of payments of principal, and what that rate will be
 - a. factors to consider will include the amount of the loan granted, and the club's financial history
- (2) Application:
 - i. a club may apply for a short-term loan, should the loan be required for the club to maintain its effective operation.
 - ii. the application must be submitted to Vice-President Finance's and the Clubs Finance Coordinator's mailboxes in the USC main office
 - iii. the application must be in writing, and include the following:
 - a. the amount sought;

- b. a detailed account of why the loan is needed;
- c. an explanation of why the club was not able to generate the monies itself;
- d. an explanation of why the club is in financial difficulty, should it be relevant, along with the steps the club is taking to remedy that situation; and
- e. a proposed re-payment schedule that sees the full loan paid back to the USC by the end of the academic year, in the absence of exceptional circumstances

The Vice-President Finance and USC Comptroller will determine what constitutes exceptional circumstances

(3) Criteria for Approval:

- i. the decision as to whether or not to grant the loan requested is at the discretion of the Vice-President Finance and the Comptroller
- ii. the club application will be taken into consideration, as well as whether the club has proven that financial assistance is both required and appropriate in the circumstances, including:
 - a. the educational value of events undertaken by the club;
 - b. the propensity of the club to reach a large number of students;
 - c. whether a club is in good standing with the USC;
 - d. any past record of loan re-payments;
 - e. the fact that loans are not meant to be a yearly subsidy; and
 - f. whether the club should have been able to generate the monies themselves.

(4) Default on Loan Payment

- i. where a club defaults on a loan re-payment plan under the terms of a loan agreement, the Vice-President Finance reserves the right to freeze the club's account and to garnish the account until the loan is fully re-paid.

10.02 Grants of Funding:

- (1) The Finance Committee has the discretionary authority to approve grants requested by clubs
- (2) Consideration will be given to the club's application and if the club has proven that financial assistance is both required and appropriate in the circumstances
- (3) Applications may be retrieved in the USC main office
 - i. the application will outline what is required and any relevant deadlines

10.03 Financial Spending:

- (1) Any compensation, money or otherwise, by a club to a club member, for services rendered or to be rendered, must first be approved by a 2/3 majority of the voting members present at a duly constituted general meeting.
- (2) Conflicts of interest:
 - i. all members who stand as beneficiaries of, or have a material interest in proposed payments of monies, gifts or services, must declare their interest in the vote and refrain from voting on the resolution.
- (3) These requirements do not apply to the reimbursement of legitimate expenses incurred by club members.

11.00 YEAR END SURPLUS/DEFICIT POLICY:

11.01 The USC will recover the year-end surplus of a club if:

- (1) The club is inactive
- (2) The club fails to adhere to its financial duties
- (3) The club is de-ratified

11.02 A club is not permitted to operate in a deficit position:

- (1) Any club having a deficit in their USC account will be de-ratified unless they prove to the Vice-President Finance and the CPC that they have a viable plan to propel them in to financial solvency in a reasonable timeframe.

12.00 CLUB INSURANCE & RISK MANAGEMENT:

12.01 The USC deducts insurance for each of its affiliated Clubs on an annual basis.

12.02 In recognition that the USC administers the Club Insurance Policy, all clubs will be levied a portion of the cost of the overall policy in January of each year so that their events and activities are adequately insured throughout the year. Deductions are automatically made on January 31st of each year. Clubs are assessed a risk rating by the Clubs Finance Coordinator, in consultation with the Vice-President Finance.

(1) The criteria for assessment are as follows:

i. Low: A club that:

- a. has all or a significant majority of events held on campus,
- b. has no, or a minimal number, of alcoholic events,
- c. has activities or initiatives that are likely to incur legal costs for the USC,
- d. hosts events where personal, property or any other forms of damage are unlikely;

ii. Medium: A club that:

- a. hosts some events held off-campus, or the club traditionally hosts off-campus events,
- b. allows alcoholic consumption at some events, based on traditional events or proposed events for the year,
- c. engages in activities or undertakes initiatives that are likely to incur legal costs for the USC, but lower than that of high risk clubs,
- d. hosts events where personal, property or any other forms of damage are unlikely;

iii. High: A club that:

- a. regularly hosts events off-campus, some or the majority of which include the availability of alcohol,
- b. traditionally hosts events where alcohol is made available,
- c. has activities or initiatives that are likely to incur legal costs for the USC,
- d. hosts events where personal, property or any other forms of damage are likely;

- 12.03 Clubs have the responsibility to take all necessary precautions to limit liability while hosting or participating in high risk events or activities.
- 12.04 Each club shall consult with the USC Legal Affairs Officer, the USC Comptroller, or other members of senior management prior to hosting or participating in any high risk event, and satisfy the Officer or Counsel's requests to limit risk of liability.
- (1) The following events must be organized in consultation with the USC General Counsel or the USC Legal Affairs Officer:
- iv. events that involve alcohol;
 - v. out-of-town trips;
 - vi. events that involve physical activity where injury to a participant is foreseeable.
- 12.05 Clubs shall not co-promote any event in conjunction with a private promoter unless that private promoter is a registered business carrying its own minimum two-million dollar (\$2,000,000) third-party liability insurance that names the USC as a co-insured party.
- (2) Proof of such insurance and a letter stating the terms and conditions of the co-promotion must be provided to the Vice-President Finance a minimum of thirty (30) days in advance of the event and prior to any advertising of the event.

13.00 REMOVAL OF CLUB MEMBERS:

- 13.01 A club must remove a member of the club if that member is found to have violated the club's constitution in such a way that removal is warranted.
- (1) Any member of a club who has a material interest in a contract to be entered into between the club and a non-member must declare a conflict of interest and refrain from voting on the resolution
- i. failure to do so will warrant removal of the member from the club
- (2) Any removal of a club's member must be done in accordance with the 'Impeachment' Article in the club's constitution or any other method deemed acceptable by the CPC during ratification.
- 13.02 The CPC will investigate a club matter if it has come to its attention that a warranted removal process was not started or completed.
- (1) The club may provide information relieving it of its obligation to initiate a removal process;

- (2) If the club does not provide information that relieves the obligation to begin a removal process, the CPC can require the club to begin the process of removal.

14.00 CLUB SANCTIONS:

14.01 Clubs will be sanctioned for the following reasons:

- (1) Breach of any of the responsibilities outlined in this policy; and,
- (2) Misuse of USC Services or Privileges.

14.02 A club may be sanctioned in the following forms:

- (1) Warning – a club will receive a written warning for minor infractions of the Clubs Policy.
- (2) Prohibition – a club will be prohibited from exercising rights associated with the type of infraction committed. For example, a club that does not hand in a budget by the deadline may have its account frozen until the budget is handed in.
- (3) Probation – a club will be placed on probation if the club has acquired repeated warnings and sanctions, or has seriously breached the Clubs Policy.
 - i. while on probation, a club may have its account frozen, and be suspended from all rights outlined in Section 5.00 of the Clubs Policy for an extended period of time.
 - ii. a club that does not rectify its probation status by a set deadline will be scheduled for de-ratification at the discretion of the CPC.

(4) De-ratification

14.03 When sanctioned, a club will be notified by one (1) notice in its USC Club Mailbox, one (1) posting outside the USC main office, and an email to the club's designated email address.

14.04 Freezing the financial account of a club shall be recommended by the CPC to the Vice-President Finance if:

- (1) The club is not represented at a mandatory USC meeting, and does not send a designated representative or forward regrets to the Vice-President Finance or Clubs Coordinator,
- (2) The club's membership lists are not submitted by the designated date(s),

- (3) The club's budget is not submitted by the designated date.
- (4) Spending or accounting irregularities are detected, or
- (5) A club president failed to attend the 'All Presidents Meeting' prior to Clubs Week, without sending a designate or submitting regrets to the Vice-President Finance or Clubs Coordinator.

15.00 DE-RATIFICATION:

15.01 The Vice-President Finance and Clubs Coordinator may bring to the CPC any club to be considered for de-ratification which, *prima facie*, is in breach of the terms or spirit of this policy.

15.02 Conditions for de-ratification include, but shall not be limited to:

- (1) Abuse of USC Services or Privileges;
- (2) Breach of any of the responsibilities outlined in this Policy;
- (3) Failure to take adequate precautions to limit liability while hosting or participating in high risk events or activities;
- (4) Committing an offence which breaks any federal, provincial, or municipal law(s); and,
- (5) Committing an offence or engaging in an activity that damages the USC's and UWO's reputation.

15.03 **Notice** – when scheduled for de-ratification, a club will be notified by one (1) notice in its USC Club Mailbox, one (1) posting outside the USC main office, and one email to the club's designated email address.

15.04 Procedure - upon notice of de-ratification, the club has the opportunity to respond to the notice by explaining to the CPC why the club should not be de-ratified. If the club wishes to take this opportunity to respond, its executive must notify the CPC of its intent within one (1) month of the issuance of notice.

- (1) Once the club indicates its intent to respond, it must provide a written explanation to the CPC within two (2) weeks.
- (2) The club may, in addition to a written explanation, provide an oral explanation before the CPC. The CPC will hear the explanation at the next regularly scheduled CPC meeting.

(3) The CPC will take the club's explanation into account and issue a decision regarding de-ratification immediately following the CPC meeting where the explanation is heard.

15.05 **Appeal** - should a club not be satisfied with the CPC's decision, the club may request an appeal before the USC Board of Directors.

(1) The Board has the discretion to grant or deny leave to the appeal.

(2) If leave to appeal is granted, and an appeal is held, the Board will uphold or overturn the CPC's decision to de-ratify. The Board's decision will be final.

15.06 A de-ratified club will not be permitted to re-apply to the CPC for ratification for one year, nor can any proposed club be ratified within that same year that has a similar mandate to the de-ratified club. This section applies regardless of whether the club was de-ratified in absence of an appeal or de-ratified after an unsuccessful appeal.

15.07 De-ratification of a club entails:

(1) Loss of club status and any and all privileges conferred on the club by the USC;

(2) Recovery of any of the club's monies by the USC.