

**Club Contract 2014-2015**

**Binding Agreement**

Between

**Concordia Student Union (CSU)**

And

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
*Print Club Name Above*

Purpose for this contract:

* The CSU is responsible of the allocation of the clubs funding, as well as over-seeing (and approving) all clubs expenses.
* Clubs must declare ALL REVENUE or SOURCES OF FUNDING.
* The CSU reserves the right to revoke the recognition of the clubs if they do not comply with all standing regulations or bylaws.
* The contract must be submitted WITH the budget proposal. If the contract is missing, the budget proposal will not be considered until the reception of the signed contract.

By signing this contract, the Club complies with all Standing Regulation and Bylaws of the CSU, including but not limited to the following pertinent excerpts concerning clubs.

**Excerpt from BOOK II {CLUBS}** *(from the Standing Regulations approved May 10, 2014)*

**Section 1 {Recognition process}**

77. A group shall be eligible for recognition provided that it meets the following criteria:

(a) The objectives and activities of the group should be seen as attempting to contribute to the educational, recreational, social, or cultural values of the Student Union and the University.

(b) The primary activities of the group should not be commercial in nature. However, the group may engage in legitimate fundraising activities, including providing goods or services at a profit, when the proceeds of such are directed towards the non-commercial activities of the group.

(c) Membership in the group must be open to all members of the Student Union, without restriction on the grounds of national origin, race, religion, colour, sex, sexual orientation, disability or faculty of study.

(d) The group must be unique with its ideas, events and activities.

(e) The group must not charge a membership fee or if its membership is exclusive to Concordia students sell membership cards.

78. Notwithstanding article 64, a club may apply for recognition even though it contravenes one or more of its listed requirements. To do so, it first requires approval by the CSU's Clubs and Space Committee, followed by a 2/3 majority vote by Council in its favour. Such an exemption is valid for a period of three (3) years and may be renewed following the same process. Any club granted an exemption under this article must be entered into Annex C of these Standing Regulations with the following information: the Club's full name, the portion of Standing Regulation 64 that it is exempted from, the reason why this exemption was granted, the date of the council meeting at which it was approved, and the date on which it expires.

79. Exemptions provided under article 64 may be revoked by Council before their expiry date by a 4/5 majority vote to that effect. However, any club facing such a revocation must be invited to speak at the meeting where such a vote is to take place at least 10 days before it is held. If such a revocation takes place, the club's entry in Annex C is to be removed immediately.

80. A group applying for recognition shall submit the following to the Vice-President Clubs and Internal Affairs:

(a) An Application for Group Recognition form.

(b) A petition in support of recognition of the group, containing the name, faculty, student i.d. number, and signature, of at least 50 members of the Student Union.

(c) A draft constitution which must include the following:

i. The full name of the group.

ii. The purposes, goals, or objectives of the group.

iii. Definition of membership, including non-discrimination phrase.

iv. Associate and honorary membership (if any).

v. Composition of executive or co-ordinating body.

vi. Duties of executives and/or co-ordinators.

vii. Rights, privileges, and duties of members.

viii. Election eligibility and procedures where all members of any CSU group or club must be granted.

voting privileges in all elections, recalls and referenda.

ix. Replacement and impeachment procedures.

x. Disciplinary procedures.

xi. General and special meetings.

xii. Constitutional amending formula.

xiii. A reference to the precedence of the By-Laws, Regulations and policies of the Student Union.

xiv. A reference to the authority of the Judicial Board to rule on all disputes and appeals.

(d) Full disclosure of any links the group has with any body outside the University.

(e) A detailed tentative schedule of activities for the upcoming year.

81. Upon receipt of required documentation, the Vice-President Clubs and Internal affairs shall review the application and consult with the group as necessary.

82. Following review by the Vice-President Clubs and Internal Affairs, the required documentation shall be considered by the Clubs and Space Committee, which shall invite members of the group to the meeting at which the application is to be considered.

**Section 2 {Club Constitutions}**

83. The Clubs and Space Committee shall have the authority to recommend approval of the group's constitution. All recommendations by the Committee shall be reported to the next regular meeting of the Council of Representatives for approval.

84. Any changes to the constitution of a recognized group must be made in accordance with the legitimate amending formula of that constitution and forwarded, along with the minutes of the meeting at which they were adopted, to Clubs and Space Committee for review.

85. The Clubs and Space Committee shall have the authority to disallow amendments to a group's constitution where those amendments violate the By-Laws, Regulations, and policies of the Student Union.

**Section 3 {Revocation}**

86. The Clubs and Space Committee may recommend to Council that a group's recognition be revoked where that group has not acted in accordance with its constitution or with the By-Laws, Regulations and policies of the Student Union.

87. The Clubs and Space Committee shall have the authority to revoke recognition of any recognised group where the group has been inactive for one full academic year.

**Section 4 {Funding}**

88. In order to qualify for funding groups must:

(a) Fill out the registration form completely

(b) Have three or more executives

(c) Have filed to be recognized by the CSU four months prior to the end of the academic year in order to receive a general expenditure budget

(d) New groups are eligible for an Administrative budget of up to $250.00

(e) Have submitted a detailed budget within the timeframe set by the Vice-President in charge of clubs

89. The following rules apply to funding:

(a) The CSU will subsidize eligible groups operations; meaning the costs for the groups to exist;

(b) Any subsidy beyond operating costs has absolutely no obligation to reflect any amounts allocated in previous years;

(c) Any subsidy beyond operating expenses must contribute back to the CSU;

(d) Overall budget allocation will be reflected relative to fluctuations in the Student fees. Although the relativeness will only be approximate and not a specific percentage;

(e) The allocation of overall funding to groups is not contingent upon any revenues generated by the CSU other than student fees;

(f) The CSU will not subsidize: food, lodging, transportation etc. for trips/conferences. Notwithstanding travel and lodging expenses will be reimbursed if the expense was related to the club's mandate;

(g) The CSU may subsidize: Delegation, registration and entrance fees to events;

(h) No student union club funding may be used to subsidize the purchase of alcohol by student clubs.

(i) Budgets will be allocated by the Clubs and Space Committee at the beginning of the academic year and will be based on the proposals submitted and past expenditures.

90. The Clubs and Space Committee is responsible for the clubs budget line.

**Section 5 {Miscellaneous}**

91. A public event held on campus or organized by a CSU affiliated association must prioritize entrance to student union members.

92. Any club under the CSU umbrella caught with CSU furniture in their office space will be issued a written warning stating that they must return the furniture within three (3) days and the club will be fined $100. Failure to return the furniture within three (3) days will result in loss of office space. If a club is issued a second written warning for having CSU furniture in their office they will automatically lose their office space for one (1) year after which they can reapply for office space.

93. Prior to any motion being voted at Council that would affect space or funding of another student group outside of the CSU umbrella, the Council Chairperson must give a minimum five days notice to the group(s) concerned. The notice will include a copy of the proposed resolution, the date, time and location as well as an invitation to attend the Council meeting to give its input on the proposed resolution.

**Section 6 {Office Space}**

94. Clubs with offices are required to keep their offices open for a minimum of six (6) hours per week. Their opening hours must be posted on the door to the office.

95. The CSU reserves the right to revoke a clubs office space if the club is not making appropriate and full use of that space or are not keeping their office in good condition.

**Excerpt from Book III Finances concerning Clubs funding:**

**Chapter VII {Clubs under the CSU umbrella}**

116. Every club under the CSU shall have an internal account where their internal budget is kept.

117. Requisitions must be filed with the Vice-President Finance by the end of the day Monday in order to be processed for that week. The requisition must be signed by the club's two signing officers and accompanied by all supporting documentation. The Vice-President Finance then deducts the amount from the appropriate club budget and forwards the requisition to the general manager who reviews the requisition and issues the cheque following the general CSU Financial policy.

118. Associations registered with the CSU, with special permission from the VP Finance, may have an external bank account with the following conditions:

(a) The account exists as a sub-account under the profile of the CSU main operating account;

(b) The monthly banking statements are sent directly to the VP Finance for review before they are forwarded to the association;

(c) The signing officers of the CSU main operating account shall have authority, by the request of the VP Finance, to enact banking resolutions on the external account of an association, including but not limited to change of signing officers, transfer of balances and account closures in the event that a club account becomes inactive, opening of new association accounts, and other banking resolution as deemed necessary in special circumstances as requested by the association's executive.

119. The association shall appoint two signing officers who shall sign all cheques requisitions. These same signing officers shall be the signing officers on any external bank account of the association, in addition to the CSU VP Finance.

We, the undersigned, accept the conditions of this contract.

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*Signing Authority # 1 Signing Authority # 2*

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*Club President Club VP Finance*