

# Policy on Clubs

**Oversight Body:** CSU Council of Representatives, CSU Clubs and Space Committee, CSU Executive Team

**Date Passed by Council:** 2021-05-25

**Date of Next Review:** May 2023

**Related policies, bylaws, legislation:** CSU By-Laws, CSU Code of Conduct.

## Definitions

“By-Laws” means the By-Laws of the Concordia Student Union;

“Chairperson” means the Chairperson of Council;

“Council” means the Council of Representatives of the Student Union;

“Employee” means a person employed by the Student Union or its subsidiary, other than an Officer of the Student Union or its subsidiary;

“Executives” means a member of the Executive of the Student Union;

“General Meeting” means an annual, special, or informational general meeting of the Student Union, as defined in the By-Laws;

“member” means a person who fulfills the conditions of membership under section 3.1 of the By-Laws;

“office” means the office of a Coordinator or the office of a Representatives for a particular faculty, as the case may be, unless otherwise specified;

“General Coordinator” means the General Coordinator of the Student Union;

“regular meeting” means a regular meeting of Council as defined in the By-Laws;

“Representative” means a duly elected member of Council who has taken office;

“special meeting” means a special meeting of Council, as defined in the By-Laws;

“Student Union” means the Concordia Student Union

“University” means Concordia University.

“Clubs” means a student group that is subsidiary of the CSU.

“Clubs Department” means the department of the CSU that consists of the Internal Affairs Coordinator and the Clubs Administrators.

## Purpose

This policy document should serve to provide information on procedures for the Concordia Student Union, specifically with regards to the clubs and services that operate under it, as well as their rights and responsibilities and other proceedings thereof. This policy should ensure the fair allocation of resources to the clubs and services operated under the CSU. It is also intended for use in (1) preparation of proper budget estimates and allocations by the CSU Clubs and Spaces Committee, (2) reference for clubs on spending regulations, (3) the financial sustainability and governance of CSU Clubs and Space.

## Scope

1. This policy applies to all clubs under the Concordia Student Union.
2. Any ordinary motion, resolution or regulation that deviates from these regulations can only be adopted with a clause stating that the motion operates regardless of the Code of Standing Regulations. The clause must state which article(s) are not to be applied towards the motion. Such a motion requires a 2/3 majority vote and will cease to have effect four months following its approval.
3. The following is a list of general provisions to apply to this policy:
  - 3.1. English and French can be used equally in any Student Union Meetings and elections materials.
  - 3.2. Any individual, club or student association who wish to use the Student Union logo must get permission from the CSU.
  - 3.3. In the case of any discrepancy between these regulations and the By-Laws, the latter shall prevail.
  - 3.4. In the case of any discrepancy between these regulations and any other regulations, these regulations shall prevail.

## Policy Statement

### Section 1: Recognition Process

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

- 1.1.1. 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.
- 1.1.2. 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.
- 1.1.3. Membership in the group must be open to all members of the Student Union, without restriction on the grounds of race, ethnicity, religion, sex, gender, sexual orientation, disability or faculty of study, age, and/or socioeconomic status.
- 1.1.4. The group must have a distinct purpose.
- 1.1.5. The group must not charge a membership fee to the members of the Student Union.

1.2. A group applying for recognition shall submit the following to the Clubs Department:

- 1.2.1. A cover letter.
- 1.2.2. 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.
- 1.2.3. A draft constitution which must include the following:
  - 1.2.3.1. The full name of the group.
  - 1.2.3.2. The purposes, goals, or objectives of the group.
  - 1.2.3.3. A clear and fair pathway to membership open to all CSU members, free from discrimination.
  - 1.2.3.4. Associate and honorary membership (if any).
  - 1.2.3.5. Composition of executive or coordinating body.
  - 1.2.3.6. Duties of executives and/or coordinators.
  - 1.2.3.7. Rights, privileges, and duties of members.
  - 1.2.3.8. Election eligibility and procedures where all members of any CSU group or club must be granted voting privileges in all elections, recalls and referenda.
  - 1.2.3.9. Replacement and impeachment procedures.
  - 1.2.3.10. Disciplinary procedures.
  - 1.2.3.11. General and special meetings.

- 1.2.3.12. Constitutional amending formula.
- 1.2.3.13. A reference to the precedence of the By-Laws, Regulations and policies of the Student Union.
- 1.2.3.14. A reference to the authority of the Judicial Board to rule on all disputes and appeals.
- 1.2.4. Full disclosure of any connections the group has with any person/group outside the University.
- 1.3. Upon receipt of required documentation, the Clubs Department shall review the application and consult with the group as necessary.
- 1.4. Following review by the Clubs Department, the required documentation shall be considered by the Clubs and Space Committee. Though not required to attend, members of the proposed club will be invited to the meeting to the meeting, to present their club proposal for a maximum of 10 minutes, at which the application is to be considered.

## **Section 2: Club Constitutions**

- 2.1. The Clubs and Space Committee and the Clubs Department shall have the sole authority to recommend approval, modification or rejection of the group's constitution.
- 2.2. All recommendations by the Committee shall be reported to the next regular meeting of the Council of Representatives for approval.
- 2.3. Any changes to the constitution of a recognized group must be made in accordance with the legitimate amending formula of that constitution and forwarded to the Clubs and Space Committee for review.
- 2.4. 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**

- 3.1. 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.
- 3.2. The Clubs and Space Committee shall have the authority to revoke recognition of any recognized group where the group has been inactive for one full academic year.
- 3.3. Clubs which are inactive for over 2 years must reapply for recognition.

## Section 4: Funding

### Subsection 1: Qualification

4.1.1. In order to qualify for Clubs funding, groups must:

4.1.1.1. Complete the registration form with the Dean of Students Office.

4.1.1.2. Have three or more executives.

4.1.1.3. 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

4.1.1.3.1. New groups are eligible for a budget of up to \$750.00. This amount is to be reconsidered each time the Clubs Policy is reviewed.

4.1.1.4. Have submitted a detailed budget within the timeframe set by the Clubs and Space Committee and have the budget approved.

### Subsection 2: Funding Allocation Rules

4.2.1. The Clubs and Space Committee is ultimately responsible for the clubs allocations budget line.

4.2.1.1. The Internal Affairs Coordinator shall be the Approval Authority for all transactions on Clubs-wide internal budget lines.

4.2.2. Club 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.

4.2.3. The revenue generated by a club (which was not granted by the CSU) in a given year must be accessible to that club in future years.

4.2.4. Funding shall not be granted to clubs retroactively.

4.2.5. The following rules apply to funding:

4.2.5.1. The CSU will subsidize eligible groups operations; meaning the costs for the groups to exist;

4.2.5.2. Any subsidy beyond operating costs has absolutely no obligation to reflect any amounts allocated in previous years, except for external funding submitted to the CSU by the club;

4.2.5.3. Any subsidy beyond operating expenses must contribute back to the CSU membership;

4.2.5.4. Benefit towards CSU members must be shown in terms of:

4.2.5.4.1. estimated dates in which such an event is taking place,

4.2.5.4.2. priority of the event (ranked by high, medium or low),

- 4.2.5.4.3. a clear description of the event under each budget line with the location (on campus or off-campus)
- 4.2.5.5. Overall budget allocation will be reflected relative to fluctuations in the Student fees. Although the relativity will only be approximate and not a specific percentage;
  - 4.2.5.5.1. The allocation of overall funding to groups is not contingent upon any revenues generated by the CSU other than student fees;
- 4.2.5.6. Expenses must be reasonable and will depend on a variety of considerations and circumstances, and determining reasonableness will be entirely up to the Clubs and Spaces Committee;
- 4.2.5.7. In determining the reasonableness of a given cost, consideration should be given to the following criteria:
  - 4.2.5.7.1. The cost is of an event or item generally recognized as necessary for the conduct of the club's mandate;
  - 4.2.5.7.2. Club members presenting themselves at a Clubs and Spaces meeting to explain the details of such cost;
- 4.2.5.8. In the budget application, clubs may declare any partnership and funding (projected amounts) from:
  - 4.2.5.8.1. Any organization external to the CSU;
  - 4.2.5.8.2. Any other CSU club.

### Subsection 3: Expenses and Reimbursements

- 4.3.1. Any requisition submitted by a club must include the signature of the club's two signing officers, must be a pre-approved expense in their detailed budget, must include all original itemized receipts, and must be at least \$10.00.
- 4.3.2. Each club shall have their own account in the Student Union's accounting software, to which all revenue and expenses shall be recorded.
- 4.3.3. The CSU will not subsidize:
  - 4.3.3.1. lodging,
  - 4.3.3.2. transportation for trips/conferences, except to help subsidize the transportation for individuals with disabilities.
  - 4.3.3.3. nor membership fees or other types of royalties to umbrella organizations that a CSU club is an affiliate of.
- 4.3.4. Notwithstanding, travel and lodging expenses will be reimbursed if the expense was related to the club's mandate;
- 4.3.5. The CSU may subsidize:
  - 4.3.5.1. Delegation,

- 4.3.5.2. registration
- 4.3.5.3. entrance fees to events;
- 4.3.5.4. Accessibility services
- 4.3.6. No student union club funding may be used to subsidize the purchase of alcohol by student clubs, unless as a gift to a guest speaker for an event (limited to 1 bottle per person).
- 4.3.7. Clubs shall seek to use Fair-Trade products at their events. Religious exemptions apply to clubs who are not able to find a Fair-Trade product which also satisfies their religious obligations.
- 4.3.8. An event/advanced payment will not be refunded before the day such an event/advanced payment took place.
- 4.3.9. Any bad debts incurred by the club members will not be refunded by the CSU. Bad debts include but are not limited to:
  - 4.3.9.1. Overspending beyond what was already allocated.
- 4.3.10. Club members will not receive any remuneration or honorarium. Infringement of such rule will incur a suspension of funding for the rest of the year.
- 4.3.11. Notwithstanding subsections 4.3.8 & 4.3.9, the Internal Affairs Coordinator, upon consulting the Clubs & Space Committee, has the discretionary authority to choose to cover/reimburse advanced payments and debts.

#### Subsection 4: Budget Appeals Process

- 4.4.1. Clubs are permitted to appeal on their budget allocations. The Clubs and Space Committee Chair must be contacted by email with a clear justification of the appeal.
- 4.4.2. The Clubs and Space committee will address the budget appeal in the following meeting from the date it is sent.
  - 4.4.2.1. The Club appealing their budget allocation must send a representative to the meeting.
  - 4.4.2.2. The Clubs and Space committee shall have the right to refuse the appeal if no representative attends.
- 4.4.3. If a budget appeal is not resolved during a Clubs and Space Committee meeting. The Clubs and Space Committee Chair will send an email to the appealing club which stipulates that the appeal can be disputed at the next regular council meeting.
- 4.4.4. The appealing club shall send an email to the Chairperson of Council on the Friday before the Council meeting to signal their intention to appeal the decision of the Clubs and Space Committee.
- 4.4.5. The appealing club must send a representative to Council for their appeal to be heard.
  - 4.4.5.1. The representative is advised to bring any necessary supporting documents to justify the appeal.

- 4.4.6. The Internal Affairs Coordinator must be present at the council meeting to explain why the appeal was refused by the Clubs and Space Committee.
- 4.4.7. Successful appeals, including the final amount requested, shall require a 2/3 majority of the vote of members of Council.
- 4.4.7.1. Members of the Clubs and Space Committee should abstain from voting on the appeal.
- 4.4.8. Appeals on events must be submitted to the Clubs and Space Committee at least 7 business days before the event takes place.
- 4.4.8.1. A Special Committee meeting could be called by the Clubs and Spaces Committee Chair to address the appeal before the due date.
- 4.4.9. The final amount for a budget of a Club decided at a regular council meeting cannot exceed the total Clubs Department budget nor be deducted from any other CSU funding bodies.
- 4.4.10. No appeal can be made on the clubs reserve fund.

## **Section 5: Miscellaneous**

- 5.1. A public event held on campus or organized by a CSU affiliated association must prioritize entrance to student union members.
- 5.2. All CSU property (Clubs Department equipment, furniture, electronics, etc.) must be returned in the same condition within 3 business days of the event it was used for. Failure to do so may result in loss of office space and/or suspension of the budget.
- 5.3. The Internal Affairs Coordinator shall keep a record of every incoming and outgoing expense by each club. They shall share this with the Clubs & Space committee.

## **Section 6: Office Space**

- 6.1. 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, as well as on their website or social media if possible.
- 6.2. 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.
- 6.3. Clubs failing to register their club within the first 5 months of an academic year will automatically lose their office space, which shall be reallocated by the Clubs and Space Committee.

## **Section 7: Conflict Resolution**

- 7.1. Any conflict arising between two members of a club shall be resolved by the Internal Affairs Coordinator, upon the submission of a Clubs Complaints Form by at least one of the parties.



7.2. In the case that a conflict cannot be resolved by the Internal Affairs Coordinator, the case shall be referred to the CSU Judicial Board.

7.3. All disputes, except budget appeals, between the executives of a club and the Clubs and Space Committee shall be referred to the CSU Judicial Board for resolution.

## **Section 8: Clubs Department Budget**

### Subsection 1: Budget Allocation

8.1.1. The Internal Affairs Coordinator, before the first meeting of the Clubs and Space Committee, shall consult with the Finance Coordinator and the General Manager about allocating the budget.

8.1.2. The Clubs and Space Committee at their first meeting shall allocate money for:

8.2.1. The Clubs Budgets

8.2.2. A Reserve Fund

8.1.3. At least 2% and no more than 5% of the budget shall be allocated to the Reserve Fund.

### Subsection 2: Reserve Fund

8.2.1. The Reserve Fund shall be a budget line under the Clubs Department Budget with the sole purpose of aiding in the resolution of unforeseen expenses. The goal of this fund is to discourage deficit spending on the Clubs Department budget.

8.2.2. The use of the Reserve Fund shall require a simple majority vote of the Clubs and Space Committee.

8.2.3. Any use of the Reserve Fund shall be noted in the Clubs and Space Committee minutes for approval at the regular council meeting following its use.

8.2.4. The following expenses shall be covered by the Reserve Fund:

8.2.4.1. Unforeseen expenses made by a club including event costs and furniture costs

8.2.4.2. Any other expense the committee deems as unforeseen.

8.2.5. The balance left in the Reserve Fund for a given year will be added to the budgeted Reserve fund of the following year.

### Subsection 3: Mid-Mandate Budget Review

8.3.1. Before the Budget Revision in January, the Internal Affairs Coordinator shall review the budget with the Finance Coordinator and the General Manager.

8.3.2. Within a week of this meeting, the Internal Affairs Coordinator shall review the budget with the Clubs and Space Committee.

#### Subsection 4: Final Report

- 8.4.1. In April, the Internal Affairs Coordinator shall review the budget with the Finance Coordinator and the General Manager to discuss if budgeting objectives for the Clubs budget were met.
- 8.4.2. Within a week of this meeting, the Internal Affairs Coordinator shall review the budget with the Clubs and Space Committee to discuss if budgeting objectives for the Clubs budget were met.
- 8.4.3. An end-of-year report shall be created in collaboration with the Accountant, Internal Affairs Coordinator and Finance Coordinator. This report shall be presented at the Annual General Meeting and the regular council meeting. It shall include, for each club:
  - 8.4.3.1. The general revenues and expenses under the Clubs Budget.
  - 8.4.3.2. The accumulated revenue that was available for use by the club at the start of the fiscal year;
  - 8.4.3.3. The revenues and expenses accumulated for each project;
  - 8.4.3.4. The accumulated revenue that will be available to the club in the following fiscal year.
  - 8.4.3.5. Recommendations for the incoming members of the Clubs and Space Committee.
- 8.4.4. The outgoing Internal Affairs Coordinator shall review this report with the incoming Internal Affairs Coordinator during the training period.

### **Section 9: Committee Related Provisions**

- 9.1. The Internal Affairs Coordinator shall bring all financial matters to the clubs and space committee that have gone over-budget or have not been approved by the committee prior.
- 9.2. The Internal Affairs Coordinator is not permitted to make unilateral financial decisions without prior approval from Clubs and Spaces Committee.
- 9.3. At the beginning of every (academic year) the Clubs Department should provide Clubs and Space Committee with a budget consideration sheet, including all the expenses allocated to clubs in the previous year and the estimated amounts to allocate in order to stay on budget.
- 9.4. Councilors must have a budget literacy training at their first Clubs and Spaces Committee meeting by the Internal Affairs Coordinator and the Clubs Director.
- 9.5. The Clubs and Space Committee shall meet at least once a month, but it is advised to meet more frequently.