

Policy on Clubs

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

Date Passed by Council: April 22nd, 2026

Date of Next Review: April 22nd, 2028

Related policies, bylaws, legislation: CSU By-Laws, CSU Code of Conduct, Concordia University *Policy on the Use of Concordia University's Name, and the Governance of its Visual Character and Digital Presence (SG-4)*.

Definitions

“Academic year” or “Fiscal year” means a period beginning on June 1 and ending May 31 each year.

“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, Clubs Manager, and Clubs Administrator(s).

Purpose

The present policy aims to establish the procedures governing clubs which are subsidiaries of the Student Union, including procedures for forming new clubs and registering existing clubs which are transparent and just. It equally aims to establish those procedures necessary to ensure the judicious, sustainable, and appropriate use of student funds to support clubs’ activities. Lastly, this policy aims to be both comprehensive and accessible so that club members may refer to it for guidance.

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 interchangeably in any Student Union Meetings and elections materials.
 - 3.2. Any individual, club or student association who wishes 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

1. Official Club Status

1.1. Eligibility

- 1.1.1. A group shall be eligible for official club status under the Student Union's umbrella provided that it meets the following criteria:
 - 1.1.1.1. The objectives and activities of the group contribute to the educational, recreational, social, and/or cultural values of the Student Union and the University;
 - 1.1.1.2. The primary activities of the group are not commercial in nature. The present clause does not preclude a group from engaging in legitimate fundraising activities, including providing goods or services at a profit, when the proceeds of such activities are directed towards the non-commercial activities of the group or a charitable cause relevant to the group's purpose;
 - 1.1.1.3. Membership in the group is open to all members of the Student Union, without restriction on the grounds of race, ethnicity, religion, sex, gender, sexual orientation, disability, faculty of study, age, and/or socioeconomic status;
 - 1.1.1.4. The group has a distinct purpose; and
 - 1.1.1.5. The group does not charge a membership fee to the members of the Student Union.

1.2. Application Process

- 1.2.1. A group applying for official club status shall submit the following to the Clubs Department using the Clubs Portal:
 - 1.2.1.1. A cover letter.
 - 1.2.1.2. A petition in support of official club status of the group, containing the name, faculty of study, student ID number, and signature of at least 50 members of the Student Union.
 - 1.2.1.3. A draft club constitution which must include the following:
 - 1.2.1.3.1. The full name of the group, including any shortened forms (i.e., abbreviations or initialisms);
 - 1.2.1.3.1.1. The group's name may not contain the word "Concordia" unless the group has received the approval of the Board of Governors, pursuant to the University's *Policy on the Use of Concordia University's Name* (SG-4).
 - 1.2.1.3.2. The purposes, goals, or objectives of the group;
 - 1.2.1.3.3. A declaration of any external persons or groups to which the group has ties (e.g., affiliations with a national or international organization), if applicable;
 - 1.2.1.3.4. The procedures by which any CSU member may voluntarily join and resign from the club, which must be free from discrimination;
 - 1.2.1.3.4.1. Clubs may include provisions for associate membership for non-CSU members at their discretion. Associate members

cannot hold office.

- 1.2.1.3.5. The composition and basic operating procedures of an executive body and the duties of each of the executives;
- 1.2.1.3.6. The rights, privileges, and duties of the club's members, which must include the right to hold office and to otherwise participate and vote in the club's elections, membership meetings, impeachment proceedings, and, if applicable, referendums;
- 1.2.1.3.7. The procedures by which the club's executives are elected annually by the membership, by which vacancies in the executive body are filled, and by which the club's executives may be removed from office by the membership;
- 1.2.1.3.8. A statement that the club's members are subject to the CSU Code of Conduct;
- 1.2.1.3.9. Provisions for regular and special meetings of the membership (i.e., General Assemblies) mandating at least one such meeting per academic year and specifying, at minimum, the required notice to members, the permitted modality, a quorum, and the procedures governing their proceedings;
- 1.2.1.3.10. The financial and administrative procedures necessary for the good and transparent governance of the club including, at minimum:
 - 1.2.1.3.10.1. A defined fiscal year, which must correspond to the fiscal year of the Student Union (June 1 to May 31);
 - 1.2.1.3.10.2. Provisions for the preparation of an annual financial report, showing all revenues and expenditures of the club in the fiscal year under review, which must be made available to the club's membership; and
 - 1.2.1.3.10.3. A requirement that all club reimbursements shall be submitted to the Clubs Department not later than April 30 each year.
- 1.2.1.3.11. A mechanism by which the club's constitution may be amended by the membership, noting the duty of the club to inform the CSU Clubs and Space Committee of any such amendments and the Clubs and Space Committee's final authority to approve or reject such amendments pursuant to Article 3 of the present policy;
- 1.2.1.3.12. A reference to the precedence of the regulations of the Student Union and a statement that the club shall adhere to the Policy on Clubs;
- 1.2.1.3.13. A reference to the authority of the Internal Affairs Coordinator, Clubs and Space Committee, Council of Representatives and Judicial Board to receive and rule on complaints, disputes, alleged violations, and any related appeals in accordance with the Policy on Clubs;

- 1.2.1.4. A group may request that the Clubs and Space Committee exempt them from one or more of the requirements given in Article 1.2.1.3 where these would conflict with the group's ability to comply with requirements imposed by its affiliation with an external organization or would otherwise significantly and adversely impact the group's ability to operate.
 - 1.2.1.4.1. A group requesting such an exemption must clearly indicate the sections of their proposed constitution that would be affected by the requested exemption and provide a reasoned explanation and any supporting documents to demonstrate the necessity of the exemption.
 - 1.2.1.4.2. When the Clubs and Space Committee grants such an exemption, the Internal Affairs Coordinator shall provide the group with written notice to this effect. The group shall include a copy of this written notice as an annex in their constitution.
- 1.2.2. Upon receipt of all of the required documentation, the Clubs Department shall review the application, consulting with the group as necessary.
- 1.2.3. Upon completion of this review, the required documentation shall be considered at a duly convened meeting of the Clubs and Space Committee. Though not required to attend, members of the proposed club will be invited to the meeting at which their application is to be considered by the Internal Affairs Coordinator and shall, if present, have the right to present their club proposal for a maximum of ten (10) minutes.
 - 1.2.3.1. A prospective club may request that their presentation be allotted additional time. Should the Clubs and Space Committee agree, all other prospective clubs in attendance at the same meeting are entitled to (but not required to make use of) the same additional time.
 - 1.2.3.2. The Clubs and Space Committee shall approve, require that modifications be made, or reject a proposed club by a simple majority vote.
 - 1.2.3.3. Should the Clubs and Space Committee require that modifications be made to a club proposal, they must detail and provide a reasoned explanation for the required modifications to the group in writing.
 - 1.2.3.4. Should the Clubs and Space Committee reject a club proposal, they must provide a reasoned explanation for the rejection to the group in writing.
 - 1.2.3.5. A group whose proposal has been rejected by the Clubs and Space Committee shall have to wait until the following semester (not counting the summer semester) to re-submit an application.

2. Annual Registration

- 2.1. A club that has obtained official club status is required to register annually with the Office of Student Life and Engagement under the Student Union's umbrella.
- 2.2. Registration Process
 - 2.2.1. To register, a club shall submit the name, position, personal phone number,

Concordia student email address, and student ID number of each club executive using the Clubs Portal.

- 2.2.1.1. A club must have a minimum of three (3) executives to complete their registration.
 - 2.2.1.2. The club's two (2) signing officers and one (1) booking officer must be clearly indicated.
 - 2.2.2. Upon receiving the required information, the Clubs Department will generate the registration form which must first be signed by the club's signing and booking officers and thereafter the Internal Affairs Coordinator. The Clubs Department shall submit a completed copy of the form to the Office of Student Life and Engagement and shall make a copy of the completed form available to the club thereafter.
- 2.3. Active and Inactive Status
- 2.3.1. A club that does not complete its registration for a given academic year shall be said to be "inactive" for that academic year. A club that completes its registration for a given academic year shall be said to be "active" for that academic year.
 - 2.3.2. A club which is inactive for two (2) consecutive academic years shall lose its official club status and will have to re-apply following the procedure set forth in Article 1.2 of the present policy.
 - 2.3.3. Clubs which are active have the right, subject to the applicable Student Union and University policies and procedures and, where relevant, availability, to:
 - 2.3.3.1. Request a budget from the Clubs Department for the academic year;
 - 2.3.3.2. Reserve, through their booking officer, spaces controlled by the Student Union and by the University;
 - 2.3.3.3. Request office space from the Student Union;
 - 2.3.3.4. Submit content for inclusion in the Student Union's newsletter and the events calendar;
 - 2.3.3.5. Request to loan equipment and materials controlled by the Student Union and by the University;
 - 2.3.3.6. Have posters stamped so that they may be displayed on campus.
 - 2.3.4. The Clubs and Space Committee shall be empowered to appoint, upon their request, one or more members of the Student Union as the interim executives of club that has been inactive for a single academic year for the purpose of attempting to reactivate the said club. No such appointment shall be made until the Clubs and Space Committee has attempted to contact the club in question (including the last-known club executives) and is satisfied that the club has no current executives elected in accordance with the club's constitution.

3. Club Constitutions

- 3.1. It is expected that all club executives shall, at the start of their mandate, verify their club's constitution to ensure its accuracy, completeness, and compliance with the present policy.

3.2. Process

- 3.2.1. Any amendments to a club's constitution must be made in accordance with the constitutional amending formula established by said constitution and the constitutional requirements given in Article 1.2.1.3.
 - 3.2.1.1. When amending their constitution, a club may request an exemption from a requirement imposed by Article 1.2.1.3 according to the same procedure given in Article 1.2.1.4.
- 3.2.2. Upon the adoption of any amendments to their constitution, a club must forward a copy of the amendments, as well as the necessary supporting documents which show that the club's constitutional amending formula was respected (e.g., meeting minutes), to the Clubs Department who shall consult with the group as necessary to ensure the sufficiency of the submitted documents. After the completion of this preliminary review, these shall be brought to the next meeting of the Clubs and Space Committee for review. The amendments shall not take force until such time as they are reviewed and approved by the Clubs and Space Committee.
- 3.2.3. The Clubs and Space Committee shall have the authority to reject amendments to a club's constitution where these violate the regulations of the Student Union or where they were not adopted in accordance with the club's constitutional amending formula. The Clubs and Space Committee's decision (whether approval or rejection) shall be communicated, in writing, to the club by the Internal Affairs Coordinator.

4. **Annual Clubs Budget**

4.1. General Provisions

- 4.1.1. Clubs' annual 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 by each club using the Clubs Portal, the expenditures of the club during the previous academic year (if applicable), the available funds in the "Club Allocations" budget line, and such other factors as the Clubs and Space Committee may deem relevant.
 - 4.1.1.1. Clubs which are applying for their first budget from the Student Union may only request between five hundred dollars (\$500) and one thousand dollars (\$1000).
- 4.1.2. Each club shall have their own account in the Student Union's accounting software to which all the club's revenues and expenses shall be recorded.
- 4.1.3. All external revenues (i.e., those revenues not provided by the Clubs Department under the present policy) received by a club shall be declared to the Clubs Department and deposited into the club's internal account with the Student Union.
 - 4.1.3.1. A club which fails to declare external revenues may be subject to sanctions pursuant to Article 6.2 of the present policy.

4.2. Eligibility

- 4.2.1. In order to be eligible for funding, a club must:
- 4.2.1.1. Have completed its registration for the current academic year;
 - 4.2.1.2. Have submitted a detailed budget within the timeframe set by the Clubs and Space Committee and conformant with Article 4.3 of the present policy; and
 - 4.2.1.3. Not be subject to sanctions under the present policy that would prevent the allocation of funding.

4.3. Budget Proposal Process

- 4.3.1. A club's budget proposal shall detail the events and projects which a club seeks to organize during the current academic year. For each proposed event and project, the budget proposal shall include:
- 4.3.1.1. The estimated date(s) of the event or project;
 - 4.3.1.1.1. If the event or project will occur several times or over a period of time, this should be indicated in the event description.
 - 4.3.1.2. A clear description of the event or project;
 - 4.3.1.3. A detailed list of all reasonably anticipated expenses;
 - 4.3.1.4. The location of the event, including any space booking requirements and whether the event or project will be held on-campus or off-campus;
 - 4.3.1.5. Estimated participation, including the number of undergraduate students, other persons from the Concordia community, and from the general public that will attend or otherwise benefit from the proposed event or project;
 - 4.3.1.6. An estimate of revenues that will be received from other sources and will contribute to the event's funding (e.g., ticket sales, grants, donations, awards, sponsorships, etc.);
 - 4.3.1.6.1. Revenues received or expected from the Student Union and which are not provided by the Clubs Department, including, but not limited to, grants from the Community Action Fund, External Committee, Loyola Committee, and BIPOC Committee, should be included.
 - 4.3.1.7. The priority of the event or project (ranked as one of high, medium, or low).
 - 4.3.1.7.1. The Clubs and Space Committee reserves the right to reject a proposed budget which predominantly or solely includes events or projects that are ranked as high priority.
- 4.3.2. All proposed events and projects given in a club's proposed budget must be held at least twenty (20) business days from the date the budget is submitted. Any proposed events or projects that do not respect this delay (and their accompanying expenses) shall be automatically rejected when the proposed budget is evaluated.
- 4.3.2.1. In exceptional circumstances, a club may request an exemption from this requirement from the Clubs and Space Committee.
- 4.3.3. A club's proposed budget must include at least one non-ticketed (i.e., free to

access) event that is aligned with the club's mandate per semester.

- 4.3.3.1. A club for whom this requirement would impose a serious burden or could not realistically be met may request an exemption from the Clubs and Space Committee.
 - 4.3.4. Budget proposals shall be considered by the Clubs and Space Committee on a rolling basis in the order in which they are submitted.
 - 4.3.5. When reviewing a proposed budget, the Clubs and Space Committee shall consider whether the proposed events and projects (and their accompanying expenses):
 - 4.3.5.1. Fulfill the club's stated mandate;
 - 4.3.5.2. Are reasonable in both amount and sufficiency, with this determination of reasonableness made solely by the Clubs and Space Committee; and
 - 4.3.5.3. Do not include expenses which are prohibited by the present policy.
 - 4.3.6. After consideration, the Clubs and Space Committee may, by simple majority vote:
 - 4.3.6.1. Approve the proposed budget as submitted;
 - 4.3.6.2. Approve the proposed budget with modifications;
 - 4.3.6.3. Reject the proposed budget; or
 - 4.3.6.4. Defer consideration of the proposed budget to a later meeting of the Clubs and Space Committee to request additional information from the club.
 - 4.3.7. When the Clubs and Space Committee approves a proposed budget with modifications or rejects a proposed budget, it must provide a reasoned explanation for its decision to the club in writing, including, in the case of rejection, the modifications the group must make to their proposal prior to re-submission.
- 4.4. Appeals Process
- 4.4.1. All clubs have the right to appeal the decision of the Clubs and Space Committee with regards to their proposed budget. Any appeal shall be made, in writing, to the Internal Affairs Coordinator and must clearly state the grounds of the appeal, notably by responding to the reasoned explanation provided by the Clubs and Space Committee and by including such additional information and supporting documents as are necessary to support their position.
 - 4.4.2. The Internal Affairs Coordinator shall add the club's appeal to the agenda of the next Clubs and Space Committee meeting and shall circulate the club's written appeal to the members of the committee with the meeting's notice. Notice of the meeting shall also be sent to the club making the appeal, who shall be required to send a representative to the meeting that is hearing the appeal. The Clubs and Space Committee reserves the right to refuse an appeal where no club representative attends.
 - 4.4.3. The Clubs and Space Committee shall accept, accept with modifications, or refuse an appeal by simple majority vote. When accepting an appeal with modifications or refusing an appeal, the Clubs and Space Committee must

provide a reasoned explanation for its decision to the club which made the appeal.

4.4.4. If, following the acceptance with modifications or rejection of their appeal by the Clubs and Space Committee, a club remains unsatisfied with the decision, they shall have the right to make a final appeal to the Council of Representatives. Such an appeal shall be made, in writing, to the Council Chairperson and shall clearly state the grounds of the appeal, notably by responding to the explanations given by the Clubs and Space Committee at the time of the committee's original decision and decision regarding the club's appeal and by including such additional information and supporting documents as are necessary to support their position.

4.4.5. The Council Chairperson shall add the club's appeal to the agenda of the next regular Council meeting and shall circulate the club's written appeal and any supporting documents to the Council members with the meeting's notice. Notice of the meeting shall also be sent to the club making the appeal, who shall be required to send a representative to the meeting that is hearing the appeal. The Council reserves the right to refuse an appeal where no club representative attends. The Council's decision with regards to this appeal is final.

4.5. Restrictions on Eligible Expenses

4.5.1. The following expenses are prohibited (i.e., are not eligible for funding or reimbursement from the Clubs Department):

- 4.5.1.1. Cash gifts, cryptocurrency, and any other forms of currency;
- 4.5.1.2. Controlled substances (e.g., cannabis);
- 4.5.1.3. Single-use plastic including, but not limited to, plastic plates, bowls, cutlery, and cups;
- 4.5.1.4. Remuneration or honorariums for one or more members of the club;
- 4.5.1.5. Expenses which solely benefit the club's Executives;

4.5.2. The following expenses are restricted according to the criteria outlined below:

- 4.5.2.1. Alcohol costs may only be reimbursed when the total cost is covered by a club's external funding;
- 4.5.2.2. Transportation costs may only be reimbursed when they are necessary for the club's mandate or they are to subsidize transportation for individuals with disabilities;
- 4.5.2.3. Exclusive club merchandise may only be reimbursed when the total cost is covered by a club's external funding;
- 4.5.2.4. Gift cards, including prepaid credit cards, vouchers, and similar expenses may only be reimbursed when offered to a guest speaker as an honorarium, in which case a maximum of one (1) gift card with a value of not more than seventy-five dollars (\$75) may be offered to each guest speaker;
- 4.5.2.5. Honoraria for external parties (such as guest speakers, mentors, coaches, facilitators, etc.) may only be reimbursed when:
 - 4.5.2.5.1. They are necessary for the club's mandate;

- 4.5.2.5.2. Their amount is reasonable with respect to the service(s) being rendered by the recipient(s) and the proportion of the club's overall budget; and
 - 4.5.2.5.3. The service that is being rendered is widely accessible to and/or otherwise directly or indirectly beneficial to the broader membership of the club.
 - 4.5.2.6. Donations may only be reimbursed when the total cost is covered by a club's external funding.
 - 4.5.3. The Clubs and Space Committee reserves the right to refuse a proposed expense for the purchase or rental of equipment, materials, or spaces that can be loaned from the Student Union or from another group or service within the Concordia community for a lower cost including, but not limited to, Facilities Management, Instructional & Information Technology Services (IITS), and Hospitality Concordia.
 - 4.5.4. The Clubs and Space Committee reserves the right to refuse a proposed expense where it is for a service or resource offered for a lower cost by the Clubs Department through the Internal Affairs Coordinator Initiative Fund or otherwise through the Student Union.
- 4.6. Reimbursement Process
- 4.6.1. Clubs shall submit a reimbursement request after an expense has been incurred using the Clubs Portal. To be accepted, a reimbursement request must:
 - 4.6.1.1. Include the signature of the club's two signing officers;
 - 4.6.1.2. Be related to the relevant event that is listed in the club's budget as approved by the Clubs and Space Committee;
 - 4.6.1.3. Not have been incurred prior to the approval of the club's budget by the Clubs and Space Committee;
 - 4.6.1.4. Not be for an expense which is not on a club's approved budget at the time the cost is incurred;
 - 4.6.1.5. Include legible scans or photos of the original, itemized receipt(s) or invoice(s) corresponding to the claimed expense(s);
 - 4.6.1.6. Include proof of payment (e.g., bank or credit card statements) corresponding to the claimed expense;
 - 4.6.1.7. Be for an amount of at least ten dollars (\$10);
 - 4.6.1.8. Not be for an expense that is prohibited under the present policy or which fails to meet the criteria of an expense that is restricted under the present policy; and
 - 4.6.1.9. Not cause the club to exceed its total allocated budget.
 - 4.6.2. The Internal Affairs Coordinator and Clubs Manager shall be the approval authorities for club reimbursements. They shall keep a record of all incoming and outgoing club expenses and shall provide regular updates to the Clubs and Space Committee.
 - 4.6.3. In exceptional circumstances, the Clubs and Space Committee shall have the authority to authorize the Internal Affairs Coordinator and/or Clubs Manager to approve a reimbursement which does not conform to the requirements of Article

4.6.1.

4.6.3.1. When considering whether to approve an expense notwithstanding Article 4.6.1, the Clubs and Space Committee shall take into account:

4.6.3.1.1. The amount of the expense in question;

4.6.3.1.2. The context in which the expense was incurred;

4.6.3.1.3. The reimbursement history of the club and/or individual(s) submitting the expense; and

4.6.3.1.4. The reasonableness of the inability to meet the requirement(s) which must be notwithstanding.

4.6.3.2. The Clubs and Space Committee has no obligation to exercise this power when a request is made. The Clubs and Space Committee's decision to not exercise this power is final and not subject to appeal.

4.7. Budget Reallocations

4.7.1. Clubs wishing to conduct additional events or projects which were not included in their original approved budget may request a budget reallocation. Budget reallocation requests shall be submitted through the Clubs Portal.

4.7.2. Reallocation requests must be updated to reflect the club's current financial situation at the time of submission, including any changes since the budget's approval to:

4.7.2.1. Expenses incurred, including those not yet submitted for reimbursement through the Clubs Portal;

4.7.2.2. External funding obtained; and

4.7.2.3. Approved events or projects that have or will be cancelled.

4.7.3. A club may not request more funds than the amount originally approved by the Clubs and Space Committee (or by the Council of Representatives following an appeal) in a reallocation request.

4.7.4. The new events or projects proposed in a proposed budget reallocation shall have the same requirements and be evaluated in the same manner as those proposed in the original budget proposal and detailed in Article 4.3 of the present policy.

4.8. Acknowledgement of the Clubs Department

4.8.1. The CSU Clubs Department logo must be included in all promotional material (e.g., posters, social media posts, etc.) related to an event which is funded in-whole or in-part by the Clubs Department.

4.8.1.1. The preceding does not abrogate a club's requirement to seek and obtain explicit permission to use the Student Union's logo.

4.9. Roll-over of Funds

4.9.1. Unused funds which are allocated to a club under the present policy shall not carry over to the club's budget for the subsequent academic year.

4.9.2. Unused funds from external sources shall carry over to the club's budget for the subsequent academic year.

5. Office Spaces

5.1. Application for Office Space

- 5.1.1. When office space becomes available, the Clubs Department shall publish a notice on the Clubs Portal which shall include the basic details of the office space (building, room number, etc.) and application instructions.
- 5.1.2. To be eligible to apply for office space, a club must:
 - 5.1.2.1. Have received official club status from the Clubs and Space Committee and been active for at least two (2) full, consecutive academic years, not counting the academic year in which the application would be made;
 - 5.1.2.2. Have completed its registration and be considered active in the year in which the application is being made;
- 5.1.3. The Clubs and Space Committee, when considering which club to allocate an office space to, shall consider:
 - 5.1.3.1. The longevity of the club;
 - 5.1.3.2. The club's contributions to the educational, recreational, social, and/or cultural life of the Student Union and the University since it obtained official club status from the Student Union;
 - 5.1.3.3. The impact of the lack of office space on the club's ability to effectively fulfill its mandate; and
 - 5.1.3.4. Such other criteria as it deems appropriate.
- 5.1.4. The Clubs and Space Committee shall award office space by a simple majority vote.

5.2. Conditions of Use

- 5.2.1. A club that has been provided with office space by the Student Union shall:
 - 5.2.1.1. Be required to keep their office open for a minimum of six (6) hours per week during the Fall and Winter semesters (excluding the Fall and Winter reading weeks and the University holiday period) with these open hours falling on weekdays between the hours of 8:00 AM and 8:00 PM;
 - 5.2.1.1.1. The club's open office hours must be updated each semester and posted on their office door, as well as on their website or social media, as applicable.
 - 5.2.1.2. Be responsible for ensuring the cleanliness and general condition of the space;
 - 5.2.1.3. Utilize the space in a manner that is considerate and respectful of their neighbors, notably with regards to noise;
 - 5.2.1.4. Comply with any request of a representative of the Clubs Department to inspect the space which may be made without prior notice; and
 - 5.2.1.5. Comply with such other regulations as may be authorized by the Clubs Department.
- 5.2.2. The Clubs Department shall be responsible for sending each club's key list to Campus Safety and Prevention Services (CSPS) following their registration. Only a club's current executives may be named on the key list.
 - 5.2.2.1. If a club representing a marginalized community expresses discomfort in engaging with Campus Safety and Prevention Services (CSPS), they may

make an appointment to retrieve a key from the Clubs Department provided that the key is returned the same day. Such an appointment shall be made with at least two (2) business days' notice.

6. Complaints & Sanctions

6.1. Complaints

- 6.1.1. The Clubs Department shall provide a form through which members may submit complaints concerning the conduct of clubs and club members, including alleged violations of Student Union regulations and/or a club's constitution, and any disputes arising therefrom. The Internal Affairs Coordinator shall be responsible for monitoring the said form and conducting a preliminary investigation to uncover the relevant information when a complaint has been submitted.
- 6.1.2. In the course of their investigation, the Internal Affairs Coordinator reserves the right to disclose the information submitted as part of the complaint in whole or in part with other parties including, but not limited to:
 - 6.1.2.1. Members of the Clubs and Space Committee, the Council of Representatives, the Executive Committee, and the Judicial Board;
 - 6.1.2.2. CSU employees including, but not limited to, employees of the CSU Advocacy Centre, the Equity, Diversity and Inclusion (EDI) Adviser, and employees of the Clubs Department; and
 - 6.1.2.3. University bodies including, but not limited to, the Office of Student Life and Engagement, the Office of Rights and Responsibilities, and the Sexual Assault Resource Centre.
- 6.1.3. In circumstances where, during the course of their investigation, the Internal Affairs Officer believes there is a real and imminent risk of harm or of irreparable prejudice to one or more of the parties implicated in a complaint, and such harm or irreparable prejudice would occur before their investigation can be completed or sanctions can be imposed by the Clubs and Space Committee, the Internal Affairs Coordinator may enforce such provisional sanctions as they judge necessary to safeguard the rights and wellbeing of the affected parties.
 - 6.1.3.1. When the Internal Affairs Coordinator exercises this authority, they must report this at the next meeting of the Clubs and Space Committee which shall have the power to, by a two-thirds (2/3) majority vote uphold, or modify the provisional sanctions, failing which they shall be considered annulled.
- 6.1.4. Upon completing their preliminary investigation, the Internal Affairs Coordinator may:
 - 6.1.4.1. Dismiss the complaint, should it be unsupported by the evidence or otherwise inactionable, giving written notice to this effect to the complainant;
 - 6.1.4.2. Bring the complaint and a recommendation of sanctions to the Clubs and Space Committee, should the complaint be supported by sufficient and complete evidence and should they believe that such an escalation shall

suffice to resolve the complaint; or

- 6.1.4.3. Refer the complaint to the Judicial Board, should they conclude that the nature and/or severity of the complaint is beyond the means of the Clubs and Space Committee to effectively resolve.

6.2. Sanctions

- 6.2.1. The Clubs and Space Committee shall have the authority to impose sanctions on a club or one or more members of a club should they violate the regulations of the Student Union, notably the Code of Conduct and Policy on Clubs, should they violate their club's constitution, or should they otherwise engage in conduct that is damaging to the Student Union, its reputation, or its members. Such matters may, but need not, originate from a complaint filed under Article 6.1.
- 6.2.2. For the purposes of complaints and sanctions under the purview of the present policy, club members are considered "Student Representatives" under the CSU's Code of Conduct and are bound thereby.
- 6.2.3. The Clubs and Space Committee may, by a two-thirds (2/3) majority vote:
 - 6.2.3.1. Order mandatory remedial training and/or mediation for one or more of the club's members;
 - 6.2.3.2. Issue a written warning;
 - 6.2.3.3. Temporarily or conditionally suspend one or more of a club's rights accorded under Article 2.3.3 of the present policy;
 - 6.2.3.4. Temporarily or conditionally suspend an individual's membership in a club and all the associated rights and privileges of membership;
 - 6.2.3.5. Remove a club executive from their office and bar them from holding future office within a club for a definite period;
 - 6.2.3.6. Permanently revoke an individual's membership in a club and all the associated rights and privileges of membership;
 - 6.2.3.7. In the case of misuse of Student Union funds or similar financial wrongdoing, order the repayment of Student Union funds or impose other financial penalties, including the garnishment of future Student Union funding to the club;
 - 6.2.3.8. In the case of an offense involving a club's misuse of office space provided by the Student Union, temporarily or conditionally suspend access to or revoke the club's office space;
 - 6.2.3.9. Recommend the revocation of an individual's right to membership in any club under the Student Union's umbrella to the Council of Representatives, which may impose such a sanction by a two-thirds (2/3) majority vote;
 - 6.2.3.10. Recommend the revocation of the club's official status to the Council of Representatives, which may impose such a sanction by a two-thirds (2/3) majority vote;
 - 6.2.3.11. Impose such other sanctions as it judges to be necessary to sufficiently address a situation so long as these are reasonable and proportionate to the severity of the situation.

- 6.2.4. When considering what sanction(s) to impose, the Clubs and Space Committee shall consider the context of the violation(s) and the prior history of the offending party(ies). Any sanctions imposed by the Clubs and Space Committee must be reasonable and proportionate to the violation(s).
- 6.2.5. The Clubs and Space Committee reserves the right to impose the above-listed sanctions without prior warning if warranted by the severity of a situation and/or the prior history of violations or misconduct by a club and/or individual.
- 6.2.6. The above-listed sanctions may be imposed individually or in concert (e.g., the Clubs and Space Committee may issue a written warning and order mandatory remedial training for the same offense).
- 6.2.7. The meeting or portion of a meeting which discusses complaints or policy violations of a sensitive nature, including the contemplation of sanctions on the basis thereof, shall be made in closed session. The meeting's chair shall determine when the threshold of the present Article has been met, with their ruling subject to appeal.
- 6.2.8. The Clubs and Space Committee may equally refer a situation to the Judicial Board for a decision. When a matter is so referred, the Judicial Board shall be empowered to impose any of the sanctions contemplated in Article 6.2.3 of the present policy.

6.3. Appeal

- 6.3.1. A sanction imposed by the Clubs and Space Committee or Council of Representatives may be appealed to the Judicial Board who may uphold, modify, or annul the sanction. A sanction imposed by the Judicial Board may not be appealed except as provided for in Article 8.3.7 of the By-Laws.

7. **Clubs Department Budget and Clubs and Space Committee Provisions**

- 7.1. The Clubs Department budget shall be contingent solely on revenues from student fees and not any other revenues generated by the Student Union.
- 7.2. Budget Lines
 - 7.2.1. The Clubs Department budget shall be comprised of the following budget lines:
 - 7.2.1.1. Clubs Allocations
 - 7.2.1.1.1. The purpose of the Clubs Allocation is to fund active clubs in accordance with Article 4 of the present policy.
 - 7.2.1.1.2. Each active club shall have a separate budget line tracking its expenses and revenues.
 - 7.2.1.2. Clubs Reserve Fund
 - 7.2.1.2.1. The purpose of the Reserve Fund is to provide funds to aid in the resolution of unforeseen expenses and discourage deficit spending in the Clubs Department.
 - 7.2.1.2.2. Between two percent (2%) and five percent (5%) of the annual Clubs Department Budget shall be allocated to the Reserve Fund.
 - 7.2.1.2.3. Any amounts of the Reserve Fund which are unused shall carry over to the Reserve Fund of the subsequent year.

- 7.2.1.2.4. The Clubs and Space Committee shall authorize the release of funds from the Reserve Fund by a simple majority vote and submit its decision to the next regular Council meeting for ratification.
- 7.2.1.3. Special Clubs Funding, with separate budget lines for:
 - 7.2.1.3.1. New Clubs Support Fund
 - 7.2.1.3.1.1. The purpose of the New Clubs Support Fund is to provide clubs that have received official club status from the Student Union in the last two (2) academic years a one-time grant to offset costs associated with the club commencing operations.
 - 7.2.1.3.1.2. The Clubs and Space Committee shall determine the eligibility requirements, application procedures, and grant amounts for the New Clubs Support Fund each academic year.
 - 7.2.1.3.2. Any other funding streams instituted by the Clubs and Space Committee in a given academic year.
 - 7.2.1.4. Office Space Improvement Fund
 - 7.2.1.4.1. The purpose of the Office Space Improvement Fund is to provide funds to aid clubs that have office space offset costs associated with the maintenance or improvement of the space and not covered by Facilities Management.
 - 7.2.1.4.2. Any items acquired using funds from the Office Space Improvement Fund are the property of the Clubs Department.
 - 7.2.1.5. Internal Affairs Coordinator Initiative Fund
 - 7.2.1.5.1. The purpose of the Internal Affairs Coordinator Initiative Fund is to provide services and resources, administered through the Clubs Department, to clubs. These include, but are not limited to, workshops, trainings, access to software or services where these may be provided at in bulk at a reduced rate.
 - 7.2.1.5.2. The Clubs and Space Committee shall approve any proposed use of this fund.

7.3. Allocation

- 7.3.1. Prior to the first meeting of the Clubs and Space Committee, the Internal Affairs Coordinator shall consult with the Finance Coordinator, General Manager, and Clubs Department employees regarding the allocation of the Clubs Department Budget for the current academic year.
- 7.3.2. This meeting shall, at minimum:
 - 7.3.2.1. Review the Clubs Department Budget from the preceding year, noting any surpluses and/or deficits;
 - 7.3.2.2. Discuss the estimated revenues from the Clubs Fee Levy for the coming year;
 - 7.3.2.3. Review the funds carrying over from the previous year's Reserve Fund; and

- 7.3.2.4. Discuss the other budget lines under the purview of the Clubs Department.
- 7.3.3. At their first meeting, the Clubs and Space Committee shall:
 - 7.3.3.1. Receive a budget literacy training organized by the Internal Affairs Coordinator and/or Clubs Manager;
 - 7.3.3.2. By simple majority vote, allocate funds to budget lines provided for in the present Article.
 - 7.3.3.2.1. The establishment, allocation (which must respect the overall Special Clubs Funding budget line), and conditions of use of any additional subcategories to the Special Clubs Funding (as provided for in Article 7.2.1.3.2) may be determined at this meeting or any subsequent meeting of the Clubs and Space Committee.
- 7.4. Meeting Frequency
 - 7.4.1. The Clubs and Space Committee is required to meet at least once per month. It is advised that the committee meet more frequently, particularly during the summer months and other high-volume periods.

8. Clubs Department

- 8.1. The Clubs Department is authorized to enact such regulations and procedures which elaborate on the present policy as are necessary, in its judgement, for the good order and effective functioning of the Clubs Department, subject to review by the Clubs and Space Committee.
 - 8.1.1. Any regulations or procedures enacted under the present Article shall be communicated to clubs via the Clubs Portal, email, and such other means as the Clubs Department deems necessary.