



## CLUBS POLICY

<b>Category:</b>	Clubs
<b>Administered by:</b>	Chief Operating Officer, Executive, Director of Outreach
<b>Date Ratified:</b>	May 2019
<b>Next Review:</b>	May 2021
<b>Review History:</b>	

### 1. DEFINITIONS

- 1.1 *Academic Year* - The one year period beginning with the commencement of classes in May to April.
- 1.2 *Board* - The governing body of the SGA/AGÉ who holds the sole right to ratify Clubs.
- 1.3 *Club* - A group of students gathered together with the intent of fulfilling a mandate that has formally completed the ratification process outlined herein and therefore officially recognized by the SGA/AGÉ.
- 1.4 *Club Days* - A gathering of Clubs organized by the SGA/AGÉ for the purpose of recruiting new members.
- 1.5 *Club Member* - A person who contributes to or benefits from a Club on a regular basis as defined in the Club Constitution.
- 1.6 *De-ratification* - The removal of Club status with the SGA/AGÉ.
- 1.7 *Event* - A public or social occasion that is planned in detail by the Club and scheduled and publicized in advance.
- 1.8 *Licensed Event* - An event hosted by a Club where alcohol will be consumed by members and/or guests.
- 1.9 *Meeting* - An assembly of people for discussion of Club matters (not an event).
- 1.10 *Ratification* - The attainment of Club status with the SGA/AGÉ.
- 1.11 *SGA Member* - Refers to a Laurentian University student paying the SGA/AGÉ associate fees
- 1.12 *Business Week* - Five (5) business days.

### 2. PURPOSE

- 2.1 In order for student-run Clubs to have insurance coverage, it was necessary for students to have regulations in place to reduce the level of risk that comes with insuring these Clubs. In order to guarantee an insurance company that students could effectively and responsibly monitor and safeguard their own events, the SGA/AGÉ Club Policy was developed. The policy is overseen by the SGA/AGÉ who pays for the insurance coverage; they are the policy holders for the student Club insurance.
- 2.2 SGA/AGÉ Policies and Procedures exist to:
  - 2.2.1 Attempt to minimize the risky nature of student run events and identify the inherent risks involved with these events;
  - 2.2.2 Provide a guarantee to an insurance company that students are in fact responsible members of the community that can be insured;
  - 2.2.3 Provide written documentation of events proving that organizers and participants are taking necessary precautions and responsibility for their actions;
  - 2.2.4 Ensure that the SGA/AGÉ is taking the necessary steps to minimize their liability and the liability of any associated student groups if a claim should arise, by following the procedures and policies outlined in this document;
  - 2.2.5 Ensure that all Clubs are undertaking prudent financial dealings and funds are used for the purpose in which they were collected with the exception of those clubs that choose to not bank with the SGA;
  - 2.2.6 To ensure that Clubs are aware of the necessity for risk management and the importance of reducing risk.
- 2.3 The ultimate goal of SGA/AGÉ is to encourage safe events and practices for all involved. The strength of SGA/AGÉ policies and procedures is solely dependent on the ability of the SGA/AGÉ and their associated Clubs to follow them. If an incident occurs at an event and as a result the SGA/AGÉ are being held liable in a court of law, our insurance company will only cover the claim if SGA/AGÉ procedures were followed. The existence of the Clubs Policy is evidence that students are determined to keep their insurance coverage, while at the same time take responsibility for their actions and those of their peers.
- 2.4 **Liability**
  - 2.4.1 Anyone who is involved in the planning of an event can personally be held liable for accidents incurred. The following people and organizations could be held legally responsible for occurrences at an event or for failing to use reasonable care in the coordination or supervision of an event:
    - 2.4.1.1 The individual(s) who is the primary organizer
    - 2.4.1.2 The event planning committee (from organizers, to ticket sellers, etc.)
    - 2.4.1.3 The student Club or group

- 2.4.1.4 The student body with authority for the Club
- 2.4.1.5 The SGA/AGÉ
- 2.4.1.6 Laurentian University
- 2.4.2 It is for this reason that your club must understand:
  - 2.4.2.1 The need to have insurance coverage; and
  - 2.4.2.2 The ways to ensure that if a claim against your Club should arise, that your Club and its' event organizers are protected by that insurance. By following the rules and regulations laid out in this policy, you will achieve this. Failure to do so will result in disciplinary action.
- 2.5 All Club activities must be compliant with all policies stated herein and in the event of any conflict between the SGA/AGÉ policy and Club constitutions, the SGA/AGÉ Clubs policy will take precedence.

### **3. MEMBERSHIPS OF CLUBS**

- 3.1 All members of the Laurentian University community are eligible for Club membership. A Club will be permitted to restrict its membership only if necessary, to avoid a complete undermining of the Club's mandate. All restrictions must be approved by the SGA/AGÉ.
- 3.2 Clubs will only be able to charge a membership fee if the fee is reasonable as determined by the SGA.
- 3.3 The membership of any Club will be no fewer than 10 members. Faculty, staff, and members of the community-at-large will not count toward the minimum membership level.

### **4. NON-SGA/AGÉ MEMBERS**

- 4.1 The Club executives are responsible for keeping an up to date list of their members, which includes who paid into the club membership and what student association they are affiliated with.

### **5. CLUB CONSTITUTION**

- 5.1 Each Club is required to have a constitution that meets the following minimum requirements:
  - 5.1.1 Is approved by the SGA
  - 5.1.2 Clearly outlines:
    - 5.1.2.1 Name of Club
    - 5.1.2.2 Purpose/mission statement

- 5.1.2.3 Membership criteria for members and non-members, roles and duties
- 5.1.2.4 Executive positions and duties
- 5.1.2.5 Signing Officers (President and Treasurer)
- 5.1.2.6 Meeting requirements and procedures
- 5.1.2.7 Election procedures/succession planning
- 5.1.2.8 Amendments to constitution
- 5.1.2.9 Agency clause stating the Club's mandate is not representative of the SGA/AGÉ's views and actions
- 5.1.2.10 Agency clause stating that the SGA has the ability to impeach a club executive if he/she sees that they are mismanaging their funds

## 6. CLUB EXECUTIVE

- 6.1 In addition to a president, each Club must have at least two Executive members, one of which must be a Treasurer;
- 6.2 All Clubs must hold an election for the Executives at least once per year;
- 6.3 Club members must be notified at least two weeks prior to the elections taking place;
- 6.4 Faculty, staff, and members of the community-at-large may not hold Executive positions and may be restricted in participating in certain events as determined by the SGA/AGÉ;
- 6.5 The individual Club Executive is responsible for keeping up to date membership lists, indicating which Club members are non-SGA/AGÉ members;
- 6.6 Club Executives shall adhere to all bylaws, policies, procedures, and resolutions of the SGA/AGÉ, and the Laurentian University of Sudbury Code of Student Conduct (Non-Academic), Laurentian University of Sudbury Policy and Prevention of Sexual Violence, and Laurentian University of Sudbury Respectful Workplace and Learning Environment.
- 6.7 All Club executives shall be responsible for all Club activities, regardless of their attendance, and they must ensure that their Club follows the steps outlined in this policy to ensure that their Club is not partaking in dangerous or unsafe activities;
- 6.8 The entirety of the Clubs executives must be registered Laurentian Students;
- 6.9 Changes in Club Executives must be reported within one week to the SGA.

## 7. CLUB RATIFICATION

- 7.1 The SGA/AGÉ will accept proposals at any time throughout the year to be ratified monthly. All clubs will be required to re-ratify every March. Clubs that do not re-ratify will not maintain club status or be able to access funds until re-ratification.
- 7.2 When ratified by the Board, Clubs will be notified via email. Clubs will receive a club package and each club executives will be responsible for meeting with the SGA to sign the club agreement. Clubs must sign the agreement in order to maintain club status.
- 7.3 All established Clubs must apply to be re-ratified in March to be recognized as an SGA/AGÉ club for the subsequent academic year and will remain recognized until the following March. Failure to ratify in March will result in loss of Club status. Clubs who lose their Club status will have the opportunity to apply in the following month;
- 7.4 Clubs that lose their active status with the SGA/AGÉ will have their financial accounts frozen. The monies will remain under the club name, however will expire after three years of non-active status. Clubs without active status will not receive liability protection or SGA/AGÉ benefits and supports.
- 7.5 A club may be recognized as an SGA/AGÉ Club under the conditions that it:
  - 7.5.1 Follows Club guidelines as outlined in the SGA/AGÉ constitution;
  - 7.5.2 Intends to carry-out activities that do not violate any federal or provincial laws, municipal by-laws, university regulations or SGA/AGÉ policies and that do not infringe upon the rights and privileges of others;
  - 7.5.3 Has a constitution mandate that is not duplicated by any other Club;
  - 7.5.4 Defines a purpose that does not oppose the existence of an identifiable or other group on campus;
  - 7.5.5 Completes and submits proper documentation by the designated date;
  - 7.5.6 Effectively maintain Club monies so that money is managed in a responsible manner;
  - 7.5.7 Provides value to the university community and all participants of the Club;
  - 7.5.8 Has a predetermined Executive for its inaugural year.
- 7.6 The SGA/AGÉ will not ratify any Club that practices any form of coercive techniques on their membership, nor any Clubs that are found to be associated with an outside body which practices coercion or knowingly violates any of the procedures contained herein;
- 7.7 The SGA/AGÉ will not ratify a Student Association as a club. A Student Association are those that receive college fees from students in those designated programs through the finance department of Laurentian University; These Clubs are accommodated by Laurentian's Campus Recreation department. These Clubs are not insured, funded, or managed by the

SGA/AGÉ, but may receive some benefits outlined in section "J - Privileges of Recognized Clubs". May receive some benefits outlined in section J at the discretion of the SGA.

- 7.8 The SGA/AGÉ will not recognize any Club that practices discrimination of any kind in the acceptance of its members, the Laurentian community, or the community-at-large;
- 7.9 The SGA/AGÉ will not ratify any groups with an athletic or physical activity mandate. These Clubs are accommodated by Laurentian's Campus Recreation department. These Clubs are not insured, funded, or managed by the SGA/AGÉ, but may receive some benefits outlined in section "J - Privileges of Recognized Clubs". May receive some benefits outlined in section J at the discretion of the SGA.

## **8. OPERATING POLICIES**

- 8.1 Clubs resources must be utilized in a manner that ensures all funded activities are prudent, ethical and legal;
- 8.2 Resources will exclusively fund SGA/AGÉ Clubs;
- 8.3 Resources will not be spent directly or indirectly on alcohol or alcohol related events where the sole purpose of the event is the consumption of alcohol;
- 8.4 Clubs must be ratified and in good standing to be eligible for resources and funding;
- 8.5 Clubs will not fund activities, equipment or events that are course credit requirements for undergraduate students;
- 8.6 Zero based not-for-profit budget logic is required for all SGA/AGÉ Clubs;
- 8.7 All ratified clubs will be afforded the opportunity to bank with the SGA;
- 8.8 Clubs must adhere to all Laurentian University policies and the Student Code of Conduct.

## **9. RESPONSIBILITIES OF RECOGNIZED CLUBS**

- 9.1 Every approved SGA/AGÉ Club agrees to comply with the responsibilities of the SGA/AGÉ and to its' own membership. These responsibilities include but are not limited to:
  - 9.1.1 Undertake prudent financial dealings;
  - 9.1.2 Adhere to the purpose and mandate as stated in the Club constitution;
  - 9.1.3 Reply to all correspondence within a reasonable amount of time to the SGA;
  - 9.1.4 Mandatory attendance of at least one Executive member at all Club Executive meetings/Club Training;
  - 9.1.5 Hold at least one meeting of Club members per active term;

- 9.1.6 Seek approval by the SGA before using the SGA/AGÉ logo;
- 9.1.7 Abide by all SGA/AGÉ policies and procedures and the Laurentian University of Sudbury Code of Student Conduct (Non-Academic), Laurentian University of Sudbury Policy and Prevention of Sexual Violence, and Laurentian University of Sudbury Respectful Workplace and Learning Environment;
- 9.1.8 Have all advertising and publications clearly stating the name of the Club publishing the
- 9.1.9 material;
- 9.1.10 Ensure all advertising material complies with SGA and Laurentian University policy;
- 9.1.11 Not willfully misrepresent or slander the SGA/AGÉ or Laurentian University;
- 9.1.12 Seek approval for all events;
  - 9.1.12.1 Events categorized as low risk require approval prior to having said event. Low-risk events shall be approved within 48 hours of receiving a completed Event Approval Form;
  - 9.1.12.2 Events categorized as high risk require a minimum of two (2) weeks notice for domestic events and a minimum of one (1) months notice for international events.
- 9.1.13 Maintain an up to date list of all members and Executives, including Laurentian emails and positions of Club members, which must be provided to the SGA upon request and at application;
- 9.1.14 Notify the SGA if the club has decided to de-ratify from the SGA/AGÉ;
- 9.1.15 Not conduct any activities that fail to adhere to the rules of the Alcohol Gaming Commission of Ontario (AGCO). This includes but is not limited to; gambling, raffles, 50/50 draws, etc;
- 9.1.16 No Club is permitted to publicly promote any referendum stance or candidate in the SGA/AGÉ electoral process. No Club shall use their privileged access to spaces on campus, resources or funds (budget or Club generated) to support a referendum stance or candidate;
- 9.1.17 Provide the SGA/AGÉ completed waivers, if required, for an event. These must be signed and completed in full for all event participants. The event organizer must ensure that all event participants understand and agree to the waiver;
- 9.1.18 Report any Club event as outlined in section "11 - Events";
- 9.1.19 Ensure any items for direct sale clearly state where the profit will go (e.g. \$2 from sale of each shirt go to X charity, or 15% of all sales support the Club's annual event, etc);
- 9.1.20 Be respectful of all students, volunteers, Club members, and staff members of the SGA/AGÉ and Laurentian University;
- 9.1.21 Keep the SGA/AGÉ Clubs Room organized and tidy;
- 9.1.22 Act in a professional manner at all times in the SGA/AGÉ office or in other spaces on campus.

## **9.2 Booking the Clubs Room**

9.2.1 When booking the SGA/AGÉ Clubs Room all Clubs must:

- 9.2.1.1 Book in advance through the V-Desk;
- 9.2.1.2 Properly sign out and return the Clubs Room key to the V-Desk;
- 9.2.1.3 Provide a valid student card at the time of key sign out;
- 9.2.1.4 Pay a \$25.00 fee for a lost or stolen Clubs Room key.

## **9.3 Ordering Pizza**

9.3.1 Complete the pizza form on our website and follow up with emailing [sgaoutreach@laurentian.ca](mailto:sgaoutreach@laurentian.ca) to confirm the order has been placed. The order will be paid for by the SGA/AGÉ and funds will be taken directly out of the club bank account. Only eligible for orders going to the student centre.

## **9.4 Additional Funding Request**

- 9.4.1 Complete the Additional Funding Request form on our website and the request will be approved or denied by the SGA/AGÉ executive.
- 9.4.1.1 Note: failure to comply with responsibility/policies/procedures will result in disciplinary measures being taken outlined in section "P - Disciplinary Procedure".

## **10. PRIVILEGES OF RECOGNIZED CLUBS**

10.1 Upon ratification, a Club is entitled to access certain services provided by the SGA/AGÉ. These include:

- 10.1.1 Access to funding and resources provided by the SGA/AGÉ;
- 10.1.2 Inclusion in the SGA/AGÉ liability insurance policy program;
- 10.1.3 Bookable spaces in the Student Centre;
- 10.1.4 Official listing as a Club on the SGA/AGÉ website, and other media;
- 10.1.5 Participation in Clubs Days and any other promotional Clubs events;
- 10.1.6 Ability to attend all Club events and workshops and fundraisers;
- 10.1.7 Assistance and support with Club events, general inquiries, Club finances and general Club issues from the SGA/AGÉ;
- 10.1.8 Assistance and support with human resource issues that may arise internally and/or externally to the Club from the SGA;
- 10.1.9 Promotion of events using the marketing resources provided by the SGA/AGÉ;
- 10.1.10 Mail forms of communication sent in care of the SGA/AGÉ;



- 10.1.11 Storage for small Club items on a first come first serve basis within the SGA/AGÉ Clubs Room;
- 10.1.12 Use of the SGA/AGÉ name;
- 10.1.13 Access to SGA/AGÉ pizza discounts and orders;
- 10.1.14 Ability to bank with the SGA;
- 10.1.15 Ability to sell tickets at the SGA/AGÉ v-desk, conditional to banking with the SGA/AGÉ. Customers who do not bank with the SGA/AGÉ will be charged 5% for transactions totalling less than \$50 and 2% for transactions totalling over \$50;
- 10.1.16 Ability to sell club memberships at the SGA/AGÉ v-desk, conditional to banking with the SGA/AGÉ. Customers who do not bank with the SGA/AGÉ will be charged 5% for transactions totalling less than \$50 and 2% for transactions totalling over \$50.

## 11. EVENTS

- 11.1 All Club events must be related to the Club mandate;
- 11.2 All Club events and initiatives must be approved by the SGA/AGÉ. This involves completing the Event Approval Form.
  - 11.2.1 Low-risk events will be automatically approved, conditional to the form being completed prior to the event.
  - 11.2.2 Domestic events categorized as high-risk will require a minimum of two (2) weeks to approve after completing the Event Approval Form.
  - 11.2.3 International events categorized as high-risk will require a minimum of one (1) month to approve after completing the Event Approval Form.

## 12. CLUB FINANCING

- 12.1 All clubs shall:
  - 12.1.1 Ensure an up-to-date record of all Club spending
- 12.2 All ratified clubs have the option to bank with the SGA/AGÉ system;
- 12.3 Clubs may apply for Additional Funding in the case that it is needed for an event or activity;
- 12.4 The SGA/AGÉ reserves the right to conduct reviews of any Club ratified by the SGA/AGÉ at any time in order to determine the integrity of the finance and general operation of the Club;
- 12.5 Clubs must adhere to the May 1<sup>st</sup> to April 30<sup>th</sup> fiscal year as adopted by the SGA/AGÉ;
- 12.6 Clubs shall be solely responsible for payment of any expenditure charge to

their account.

### **13. DISCIPLINARY PROCEDURE**

#### **13.1 For Members:**

13.1.1 All SGA/AGÉ Club members will be subject to the following disciplinary actions if seen to be in violation of any of the SGA/AGÉ policies as outlined in this document;

13.1.1.1 The 3 step process (outlined below) will be applied as a disciplinary structure for the SGA/AGÉ Club members;

13.1.1.2 The model is incremental for each subsequent violation, and subsequent infractions may result in a permanent loss of membership;

13.1.1.3 Should an infraction be deemed to be extreme, the SGA/AGÉ reserves its' right to escalate a step(s) in the model.

13.1.2 Any member of the Club who commits an act negatively affecting the interests of the Club and its' members are first given a verbal warning by the Club Executive.

13.1.2.1 Note: In the event the disciplinary procedure is being applied to a Club Executive(s), the process may be enacted by the remaining Club Executive or the Director of Outreach (or an equivalent member of the SGA/AGÉ) and the Vice President of Student Life.

13.1.3 Following the verbal warning, a written warning with no less than two Club Executive signatures and names affixed to it must be handed to the member in question. The Club Executives must also give a copy of the letter to the SGA.

13.1.4 Lastly, the Club member will be removed in writing and signed by two Club Executives, the Director of Outreach (or an equivalent member of the SGA/AGÉ) and the Vice President of Student Life. A meeting with the Director of Outreach (or an equivalent member of the SGA/AGÉ) and Vice President of Student Life will be scheduled no later than one week following notice of removal.

13.1.5 The individual in question will have the opportunity to appeal the decision of removal. All member removal appeals will be conducted by the President and the Executive Director.

13.1.6 The decision at the appeal is final. If the appeal is unsuccessful, the member is removed from the Club. If the appeal is successful, the Club member will reinstated immediately.

#### **13.2 For Clubs**

13.2.1 All SGA/AGÉ Clubs will be subject to the following disciplinary actions if seen to be in violation of any of the SGA/AGÉ policies as outlined in this document;

13.2.1.1 A three level model (outlined below) will be applied as a disciplinary structure for the SGA/AGÉ Clubs;

13.2.1.2 The model is incremental for each subsequent violation, and subsequent infractions may result in a permanent loss of official Club status;

13.2.1.3 Should an infraction to the policy be deemed to be extreme, the SGA/AGÉ reserves the right to escalate one or many step(s) in the model. Level One Violation A level one violation will result in a meeting with the Director of Outreach (or an equivalent member of the SGA/AGÉ) and the VP Student Life. The meeting will be documented and will remain on file for a minimum of a two year period;

13.2.1.3.1 Examples include but are not limited to: failure to submit mandatory documents, failure to attend mandatory meetings, failure to respond to emails;

#### *13.2.2 Level Two Violation*

13.2.2.1 A level two violation will result in a meeting with the Director of Outreach (or an equivalent member of the SGA/AGÉ), VP Student Life and Chief Operating Officer. The meeting will be documented and will remain on file for a minimum of a two year period;

13.2.2.1.1 Examples include but are not limited to: not reporting off campus events, failure to complete required waiver forms, verbal abuse of SGA/AGÉ/University members, mismanaging Club funds.

#### *13.2.3 Level Three Violation*

13.2.3.1 A level three violation will result in a meeting with the Director of Outreach (or an equivalent member of the SGA/AGÉ), VP Student Life, Chief Operating Officer and President. A review will be conducted, possibly resulting in permanent loss of Club status. The meeting will be documented and will remain on file indefinitely;

13.2.3.1.1 Examples include but are not limited to: hazing, knowingly running events that break policy, operating events or communicating events that violate the Clubs policy, holding an off-campus bank account, submitting fraudulent finance information, withholding Club funds.

#### *13.2.4 Hazing*

13.2.4.1 Clubs that have an admission process (e.g. tryout, pledge process, audition, etc.) must ensure students are aware of their rights to:

13.2.4.1.1 Understand what the admission process entails;

13.2.4.1.2 Understand what the expectations for students interested in joining are;

- 13.2.4.1.3 Expect fairness, mutual respect, and personal safety;
- 13.2.4.1.4 Refuse to participate in any activity that they are not comfortable with
  - 13.2.4.1.4.1 If a student feels uncomfortable about an admission, recruitment, or pledging process they have the right to refuse and is encouraged to bring their concerns forward to the SGA. Any concerns brought forward are handled with confidentiality and sensitivity.
  - 13.2.4.1.4.2 Any Club found guilty of hazing members will permanently lose their Club status.
    - 13.2.4.1.4.2.1 Note: Hazing is defined as any act which could endanger the mental or physical safety of a student for the purpose of admission or continued membership with a group or organization. Hazing does not depend on an individual's willingness to take part.