



The Clubs Policy Of The
HURON UNIVERSITY COLLEGE
STUDENTS' COUNCIL

PREAMBLE

The purpose of this policy is to uphold the interests of clubs members, students, the HUCSC, and the university community. This document is designed to assist students in the formation, operation, and development of clubs and to make clear the obligations that a club has to the HUCSC and to its members.

1 DEFINITIONS:

1. **“Club”** means a HUCSC ratified club;
 - 1.1.1 An academic club is directly associated with a Faculty or Program of Huron University College.
 - 1.1.2 A charitable club is a club solely committed to charitable works.
 - 1.1.3 A social club is any other club that does not fall within the boundaries in sections 1.1.1 or 1.1.2 of this policy.
2. **“Club member”** includes any individual who is a recognized member of a HUCSC ratified club;
3. **“Organization”** means a non-ratified club, seeking ratification;
4. **“Student”** includes any individual duly enrolled in at least one course at UWO or any affiliate college;
5. **“SAC”** means the Student Activity Centre;
6. **“University community”** includes all recognized University or student groups, and individuals affiliated with UWO;
7. **“USC”** means the University Students’ Council;
8. **“UWO”** means the University of Western Ontario;
9. **“HUCSC”** means the Huron University College Students’ Council;
- 1.10 **“Clubs Commissioner”** means the Clubs Commissioner of the HUCSC;
- 1.11 **“Vice-President Finance & Administration”** means the Vice-President Finance & Administration of the HUCSC;
- 1.12 **“Vice-President Student Life”** means the Vice-President Student Life of the HUCSC; and
- 1.13 **“Clubs Finance Commissioner”** means the Clubs Finance Commissioner of the HUCSC.

2. GOVERNANCE:

1. Clubs are responsible to the Clubs Commissioner, the Clubs Finance Commissioner, and the Vice-President Student Life of the HUCSC, as well as the Clubs Governance Board;
2. **The Clubs Governance Board:** will be responsible for supervising the clubs on behalf of the HUCSC.

2.2.1 **Organization:**

- a) The Vice-President Student Life will act as chair of the board;
- b) No less than five voting members of the HUCSC will sit on the board;
- c) The Vice-President Finance and Administration will sit on the board in order to provide expertise in the financial analysis of clubs, but will not have voting rights;

- d) HUCSC commissioners may sit on the board; however, they will not be allowed to vote on matters;
- e) The Clubs Commissioner and the Clubs Finance Commissioner will be active members of the board by regularly offering reports on the day-to-day work they have done with clubs, and offering any input on matters before voting takes place; and
- f) Club executives may be asked to meet with the board to represent their club when any motions concerning their club are before the board; however, they will not be present when discussion and voting takes place.

2.2.2 **Voting:**

- a) All voting members of the board must be present in order to vote on motions;
- b) The Clubs Commissioner and the Clubs Finance Commissioner will not have voting rights; and
- c) A 50%+1 majority must be present in order to pass motions.

2.2.3 **Responsibilities**---the board will vote on the following matters in order to carry out its duties to the HUCSC and clubs:

- a) After careful consideration of the mandate of each club, the board must vote on their proposed constitutions and budgets. If the board does not approve a constitution or budget, they will provide comments to the club-in-question's executive in order to help them prepare for re-submission;
- b) Before voting on a motion of ratification, the board must review the documents provided by the applicant organization, as outlined in section 4.2.2 of this Policy;
- c) The board must follow the disciplinary policy outlined in section 13 of this Policy before voting on a motion of de-ratification;
- d) The board must carefully consider the mandate and financial position of each club when approving applications for clubs grants;
- e) The board must carefully consider the context of any conflict-of-interest before approving such conflicts that may be present amongst clubs executives; and
- f) The board must carefully consider the mandate and financial position of clubs when approving applications for recovering surplus funds.

2.2.4 **Meetings**---the Vice-President Student-Life will call meetings of the board on an *ad hoc* basis to settle matters as they come up throughout the year; however, meetings must be held in the following months for the purposes specified below:

- a) In **September**, the Clubs Commissioner and the Clubs Finance Commissioner will present their initial work to the board. At this meeting, the board will also approve each club's proposed budget and constitution - as well as any conflicts-of-interest amongst any clubs executives - and vote on motions of ratification for new clubs;
- b) In **January**, the board will meet to review the financial integrity of each club - as well as any proposed changes to clubs' budgets - and to vote on motions of ratification for new clubs; and

c) In **April**, the board will meet to review the executive reports of each club, as well as the year-end reports of the Clubs Commissioner and the Clubs Finance Commissioner.

2.2.5 **Minutes**---the Clubs Commissioner will take thorough minutes when the board convenes. These minutes are to be kept by the Vice-President Student Life for the records of the HUCSC, and distributed to HUCSC members during General Assembly meetings.

3 CLUBS COMMISSIONER AND CLUBS FINANCE COMMISSIONER RESPONSIBILITIES: In light of their powers of oversight, the HUCSC Clubs Commissioner and Clubs Finance Commissioner undertake to supervise clubs in the following manner:

3.1 In September, the Clubs Commissioner and the Clubs Finance Commissioner will work with clubs executives to create their budgets and constitutions and to facilitate the budgeting process;

3.2 The Clubs Commissioner and the Clubs Finance Commissioner will work with each HUCSC club in January to ensure the financial integrity of each club's financial records under the auspices of the Clubs Governance Board;

3.3 The Clubs Finance Commissioner reserves the right to conduct random reviews of any club in order to determine the integrity of the finances and general operations of the society; and

3.4 The Clubs Commissioner and Clubs Finance Commissioner will make themselves available to club executives on a weekly basis to provide assistance in fulfilling their administrative duties.

3.5 The Clubs Commissioner and Clubs Finance Commissioner have the authority to approve the reallocation of club's budget funds.

4 RATIFICATION

4.1 Applications:

4.1.1 The following will be the deadlines for submitting new society applications: 16 September; 10 January;

4.1.2 The Clubs Governance Board will evaluate if an organization's application is in the best interest of the students of Huron; and

4.1.3 Students interested in ratifying an organization shall meet with the Clubs Commissioner to ensure that the documentation criteria of an application meets the requirements within this policy.

4.2 Requirements for Ratification:

4.2.1 An organization proposing a new club must provide evidence that:
(a) Its membership is open to all students at Huron;

- well,
- (b) If the club chooses to open its membership to non-Huron students as well, that the non-Huron student club members are not given voting rights; and,
 - (c) Only Huron students may hold executive positions within the club provided that they are a member of the club;
 - (d) It intends to carry on activities which do not infringe any federal, provincial, or municipal laws, nor any Huron or HUCSC policies and procedures; and
 - (e) Significant interest has been demonstrated within the student body by presenting to the Clubs Governance Board a typed list of no fewer than ten (10) students currently registered at Huron who are interested in joining the organization if ratified. This list shall include the students' names and student numbers.

4.2.2 A HUCSC Club Proposal Form must be submitted to the Clubs Commissioner. The proposal is to include the following:

- (a) A typed cover letter stating the organization's desire to be ratified along with the names, student numbers, email addresses, and telephone numbers of three (3) representatives for the organization if ratified;
- (b) A typed, maximum three (3) page, proposal answering the following questions:
 - i) What is the purpose of the club?;
 - ii) What activities will the club hold? Are these activities feasible?;
 - iii) How is the club unique from already ratified HUCSC club?;
 - iv) What type of budget is the club proposing?; and
 - v) What are some of the liability issues that the club may face?;
- (c) A typed copy of the proposed constitution for the club that:
 - i) Adheres to the HUCSC Clubs Policy;
 - ii) Is approved by the Clubs Governance Board;
 - iii) States clearly that its views and actions in no way represent the HUCSC; and
 - iv) Clearly includes the definitions of the name of the club, the club's mandate, the club's membership, the executive positions and their respective duties and responsibilities, when the club will hold meetings, an outline of election procedures, the process of amending the club's constitution, the process of impeaching an executive member, who constitutes as a signing officer;
- d) A typed copy of the club's proposed budget for the upcoming academic year, which adheres to the budget guidelines outlined in section 7.4 of this policy; and
- e) All organizations seeking ratification must give a brief presentation by the movers of the proposal at either the September or January meeting of the Clubs Governance Board.

5 CLUB RIGHTS:

5.1 A club is entitled to access certain HUCSC services, and the right to:

- 5.1.1 Be listed as an official HUCSC club;
- 5.1.2 Have the right to request a budget from the HUCSC;

5.1.3 Reserve available rooms and space at Huron for club events and be given a space in any HUCSC Clubs' Week event, provided the following administrative deadlines are met:

- (a) Submission of the club president and treasurer contact information and signing authority information to the HUCSC by 1 April;
- (b) Submission of a list of proposed events for the year to the Clubs Commissioner by 30 September; and
- (c) Attendance of at least one clubs executive at the Clubs Executive Training Session organized and hosted by the Vice-President Student Life, Clubs Commissioner, and the Clubs Finance Commissioner at the beginning of September;

5.1.4 Request assistance from the Clubs Finance Commissioner and the Vice-President Finance & Administration in preparing club financial statements;

5.1.5 Request assistance from the Clubs Commissioner to help set up club events or to assist with any general problems throughout the year;

5.1.6 Request assistance from the Clubs Commissioner to determine whether said club's constitution complies with HUCSC Policies and Procedures; and

5.1.7 Request space on the HUCSC website to post club information.

6 CLUB ADMINISTRATIVE RESPONSIBILITIES: Every club has important responsibilities to the HUCSC and to its membership. These responsibilities include:

6.1 Administrative Duties:

6.1.1 Maintaining open communication with the Clubs Commissioner and Clubs Finance Commissioner, as well as the Vice-President Student Life and the Vice-President Finance, by checking e-mail regularly.

6.1.2 Updating and ratifying the club's constitution and annual budget at the first meeting of the club after Club's Week, or by 1 October;

6.1.3 Verifying, by 1 October each year that there is an up-to-date constitution filed with the Clubs Commissioner;

6.1.4 Forwarding all constitutional changes to the Clubs Commissioner within one week of the changes being ratified;

6.1.5 If a society maintains a website, the information must be up-to-date;

6.1.6 Submitting a final report to the Clubs Commissioner's email by 1 April each year that includes:

- a) a detailed summary and evaluation of all club activities that have taken place during the year;
- b) a copy of the minutes from the club's Annual General Meeting (AGM);
- c) a detailed report on the club's' finances including a statement of revenues and expenses for the fiscal year;
- d) a list of incoming executives with their names, student numbers, email addresses, and up-to-date telephone numbers;
- e) a brief outline of proposed activities for the upcoming year;
- f) a typed, up-to-date, membership list containing names and student numbers;

6.1.7 Submitting to the Clubs Commissioner information regarding the club's operations, when requested;

- 6.1.8 Replying to all correspondence from the HUCSC or the Clubs Commissioner by the date-of-return designated on the correspondence;
- 6.1.9 When an email is sent to the entire membership of the club, a carbon copy of that email must be sent to the Clubs Commissioner.
- 6.1.10 Adherence to any other administrative duties or deadlines for information set by the Clubs Commissioner, the Clubs Finance Commissioner, the Vice-President Finance and the Vice-President Student Life;
- 6.1.11 All societies must adhere to the HUCSC Poster Policy; and
- 6.1.12 All societies must participate in Club's Week under the provision of the Clubs Commissioner and based on the date of ratification.

6.2 Elections: Adherence to the Executive Elections Procedures, which is to include the following format and minimum standards:

- 6.2.1 A call for elections must be made to the entire membership at least two (2) weeks in advance of when the society's Annual General Meeting (AGM) is to be held;
- 6.2.2 Nominations must be open for a minimum of one week prior to the AGM;
- 6.2.3 One member of the executive shall be designated in the Club's Constitution to operate as Chief Returning Officer (CRO) responsible for each club's adherence to this Policy;
- 6.2.4 All election procedures that are set by the club will be available to club members when nominations open;
- 6.2.5 Secret ballots may be distributed by the CRO. It is up to the CRO as to whether voting is done for each position separately, or all the voting is done at one time.
- 6.2.6 There will be no use of voting by proxy. All voting members must be present at the AGM to cast their vote;
- 6.2.7 No member accepted at least four (4) weeks prior to the AGM may vote for the new executive;
- 6.2.8 The CRO will initial each ballot immediately before giving it to each voter;
- 6.2.9 Each candidate will be allowed to appoint a scrutineer to count the votes with the CRO and the outgoing President, unless the outgoing President is standing for election;
- 6.2.10 No club member is allowed to act as an election official if they are running for a position on the incoming executive;
- 6.2.11 It shall be noted in each club's constitution what standard will be used to declare a winner in an election (i.e. 2/3 majority or 50% + 1);
- 6.2.12 Once the election is completed and the new executive is declared, the outgoing President will forward a list of the new executive, their telephone numbers and email addresses to the HUCSC Vice-President Student Life and Clubs Commissioner;
- 6.2.13 No HUCSC executive or Clubs Commissioner may hold an executive position within a club, unless otherwise approved by the Club's Governance Board on an individual basis; and
- 6.2.14 A student may hold no more than one (1) treasurer position at Huron within the term.

6.3 General:

- 6.3.1 The club must adhere to the mandate that it has been ratified by the HUCSC on;
- 6.3.2 Adherence to all HUCSC policies and procedures in all club practices. It is the individual club's responsibility to educate and inform itself as to these policies and procedures.

6.4 Meetings:

- 6.4.1 Attending all mandatory HUCSC Clubs meetings as set out by the Clubs Commissioner, the Clubs Finance Commissioner, the Vice-President Finance & Administration and/or the Vice-President Student Life;
- 6.4.2 Holding the club's Annual General Meeting (AGM) prior to 1 April;

6.5 Membership:

- 6.5.1 Having an executive that consists solely of students registered at Huron;
- 6.5.2 Having a minimum of 10 members including the executive by 31 January;
- 6.5.3 Having a membership that consists of at least 50% Huron students;
- 6.5.4 Clubs members who are not Huron students must pay a reasonable membership fee of no more than \$20, with the exact amount at the discretion of individual clubs, in order to offset club expenses;
- 6.5.5 For the purposes of fairness and legitimacy, no member accepted at least four (4) weeks before the annual AGM may vote for the new club's decisions.

6.6 Auditing and Review:

- 6.6.1 The onus is on the club to provide all necessary information for review by the Clubs Commissioner, and for providing any and all other information relevant to an audit requested by the Clubs Finance Commissioner.

7 CLUB FINANCING

7.1 General:

- 7.1.1 Use of the HUCSC accounting services for all club monies and financial dealings as approved by the Vice-President Finance & Administration;
- 7.1.2 Adherence to all accounting policies and procedures as set out by the Clubs Finance Commissioner and the Vice-President Finance & Administration;
- 7.1.3 Keeping a detailed set of financial records in accordance with the procedures set out by the Clubs Finance Commissioner;
- 7.1.4 Submitting a detailed budget for the club for the next fiscal year as requested by the Clubs Finance Commissioner;

7.1.5 Submitting to the Clubs Finance Commissioner the up-to-date accounting records of the club when requested;

7.2 Vice-President Finance Provisions:

7.2.1 Copies of the budgets for the upcoming year must be submitted to the Clubs Finance Commissioner of the HUCSC by the date specified;

7.2.2 Any asset purchased by a club will remain the property of the HUCSC;

7.2.3 Control over the use of any such asset will remain exclusively within the purchasing club indefinitely, unless stated differently at the discretion of the Vice-President Student Life;

7.2.4 Submission of all cheque requisition forms are to be submitted in the Vice-President Finance's drop box. The Vice-President Finance of the HUCSC will determine the hour, time, and place to receive authorized reimbursement;

7.2.5 All clubs may be subject to an audit by the Clubs Governance Board at any point during the year;

7.2.6 Clubs may budget for services from bar staff at the Beaver Dam for any club function provided consent is given from the Beaver Dam Operations Manager.

7.3 Financial Spending:

7.3.1 No club member may personally benefit from spending of budgeted monies.

7.4 Budgeting:

7.4.1 The Clubs Treasurer must create a budget that follows the standards set out by the Clubs Finance Commissioner in the Clubs Executive Training Session in September;

7.4.2 In order to further enhance the programming mandate of clubs, clubs must strive for budgeting a minimum of 60% of their funds on programming initiatives, and a maximum of 40% of funds on food and drink, however;

7.4.3 The Clubs Governance Board may determine where extraordinary circumstances exist that do not require the above ratio to be followed.

7.5 Membership Fees:

7.5.1 Membership fees collected during Clubs Week must be submitted to the Clubs Finance Commissioner(s) by the end of each day of Clubs Week and clubs executive members will be held responsible for the transition of money to the HUCSC office;

a) Monetary transitional materials will be distributed to each Clubs Treasurer at the beginning of each Clubs Week to ensure membership fees are properly submitted;

7.5.2 Budgeted membership fees must be submitted to the Clubs Finance Commissioner at the end of Clubs Week or the consequences as laid out by the financial contract may be implemented;

7.5.3 Initiating a refund policy for club members which is to include the following format and minimum standard:

7.5.4 A member may apply to his or her club for a refund within one month of becoming a member of the club or within one (1) week of the club's first event, if there has been a misinterpretation of the club's mandate and 7 proposed activities as specified to the member when signing onto the club; and

7.5.5 A member may only apply to his or her club for a refund after one (1) month of signing up for membership for club, or after one week of the club's first official event for extenuating circumstances:

7.5.6 Extenuating circumstances include but are not limited to: serious organizational issues with the club executive that led to a complete lack of communication to its members; and, any circumstances that seriously restricts the ability for the club member to enjoy his or her membership to the club; and

7.5.7 Where a club and its members cannot resolve the refund issue, a club or the affected member may request assistance from the Clubs Commissioner(s) who will act as a mediator between the club and the member to reach a fair solution.

7.6 Year-End Surplus Funds:

7.6.1 The HUCSC will recover the year-end surplus of a club, however;

7.6.2 Clubs may apply to recover a portion or all of the profits they have earned for their own use; and

7.6.3 Permission to recover profits will be granted at the discretion of the Clubs Governance Board after consideration of the club's mandate and financial position.

8 CLUB GRANTS SYSTEM

8.1 Recognizing that, from time to time, HUCSC clubs may require further financial assistance outside of the budget that was approved in September to further the mandate of their club, set out herein are the rules relating to additional club financing by the HUCSC:

8.1.1 A club's entitlement to financial assistance is not by way of right, and grants shall be authorized at the discretion of the HUCSC's Clubs Governance Board for larger projects that were not anticipated when the initial budgeting took place, or for when implementation of projects is restricted by the approved budget; and

8.1.2 The Clubs Governance Board reserves the right to stipulate conditions of a grant. Factors to consider will include the amount of the grant, the club's financial history, and the effect on the students of Huron.

8.2 Application:

8.2.1 The application must be submitted to the emails of the members of the Clubs Governance Board, which will be provided to clubs executive members at the beginning of the school year;

8.2.2 The application must be typed, and include the following:

- a) the amount sought;
- b) a detailed account of why the amount is needed;
- c) an explanation of why the society was unable to generate the monies itself;
- d) an explanation of how the grant money will benefit the experience of club members and/or the wider Huron student community.

8.2.3 The Clubs Governance Board will determine what constitutes exceptional circumstances;

8.3 Criteria for Approval:

8.3.1 The decision as to whether or not to grant the assistance requested is at the discretion of the Clubs Governance Board;

8.3.2 The club's application will be taken into consideration, as well as whether the club has proven that additional financial assistance is both required and appropriate under the circumstances, including:

- a) the value of events undertaken by the club;
- b) the propensity of the club to reach a large number of students;
- c) whether a club is in good standing with the HUCSC;
- d) any past record of additional funding requests;
- e) the fact that additional grants are not meant to occur annually; and

8.3.3 The Club's Governance Board has the discretionary authority to approve grants requested by societies of up to \$1000.00;

8.3.4 Consideration will be given to the club's application and if the club has proven that financial assistance is both required and appropriate in the circumstances;

8.3.5 Applications may be retrieved in the HUCSC General Office:

- a) the application will outline what is required and any relevant deadlines.

9 TRADE-MARK USE:

9.1 A club must seek the approval of the Vice-President Communications of the HUCSC for use of the HUCSC logo;

9.2 A club must maintain an up-to-date representation of the HUCSC logo; and

9.3 A club must seek the approval of the Huron Administration before using Huron's name and logo.

10 CLUB SPONSORSHIP:

10.1 Sponsorship must be approved by the Vice-President Finance and Vice-President Student Life, in consultation with the HUCSC Executive;

10.2 Any sponsorship must:

- 10.2.1 Not infringe or affect current commercial agreements between the HUCSC and the USC.

11 CLUB INSURANCE AND RISK MANAGEMENT:

11.1 In recognition that the Huron College Student Events and Affairs Corporation extends their insurance to cover all club's activities, the HUCSC reserves the right to disallow a club event from taking place;

11.2 Clubs have the responsibility to take all necessary precautions to limit the liability while hosting or participating in high-risk events or activities;

11.3 Each club shall consult with the Clubs Commissioner prior to hosting or participating in any event.

12 REMOVAL OF CLUB MEMBERS:

12.1 A club has the right to engage in the club removal process if a member is found to have violated the club's constitution in such a way that removal is warranted. The following conditions stipulate when removal of a club member is warranted:

12.1.1 When any member of a club who has a material interest in a contract to be entered into between the club and a non-member fails to declare a conflict-of-interest and or fails to refrain from voting on the resolution;

12.1.2 Any removal of a club member must be done in accordance with the "Impeachment" Article in the Club's Constitution or any other method deemed acceptable by the Clubs Governance Board during ratification;

12.1.3 The Clubs Commissioner will investigate a club matter if it has come to its attention that a warranted removal process was not started or completed:

a) The club may provide information relieving it of its obligation to initiate a removal process;

b) If the club does not provide information that relieves the obligation to begin a removal process, the Clubs Commissioner can require the club to begin the process of removal.

13 CLUB DISCIPLINARY POLICY:

13.1 Clubs will be subject to the disciplinary policy for the following reasons:

13.1.1 Breach of any of the responsibilities outlined in this policy; and

13.1.2 Misuse of HUCSC services and privileges.

13.2 A club may be disciplined in the following forms:

13.2.1 **Warning**---a club will receive a written warning for minor infractions of the Clubs Policy;

13.2.2 **Prohibition**---a club will be prohibited from exercising rights associated with the type of infraction committed. For example, a club that does not hand in a budget by the deadline may have its account frozen until the budget is handed in;

13.2.3 **Probation**---a club will be placed on probation if the club has acquired repeated warnings and sanctions, or has seriously breached the Clubs Policy:

a) While on probation, a club may have its account frozen, and be suspended from all rights outlined in Section 5.0 of the Clubs Policy for an extended period of time;

b) A club that does not rectify its probation status by a set deadline will be scheduled for de-ratification at the discretion of the Society Commissioner and the Vice-President Student Life.

13.2.4 **De-ratification**--- when disciplined, a club will be notified by one (1) notice sent to the Club President's registered e-mail address

a) Freezing the financial account of a society shall be recommended by the Clubs Commissioner in consultation with the Vice-President Student Life to the Vice-President Finance if:

b) The club is not represented at a mandatory HUCSC Clubs meeting and does not send a designated representative or fails to forward regrets to the Vice President Student-Life and the Clubs Commissioner:

i) The club's membership lists are not submitted by the designated date(s);

ii) The club's budget is not submitted by the designated date;

iii) Spending or accounting irregularities are detected; or

iv) A club's president or treasurer failed to attend the Club Executive Training Session in September, without sending a designate or submitting regrets to the Clubs Commissioner.

14 DE-RATIFICATION:

14.1 If a club is in breach of the terms and spirit of this policy, it may come before the HUCSC Clubs Governance Board as a motion of de-ratification;

14.2 Conditions for de-ratification include, but are not limited to:

14.2.1 Abuse of HUCSC Services or Privileges;

14.2.2 Breach of any of the responsibilities outlined in this policy;

14.2.3 Failure to take adequate precautions to limit liability while hosting or participating in high-risk events or activities;

14.2.4 Committing an offence which breaches any federal, provincial, or municipal law(s); and

14.2.5 Committing an offence or engaging in an activity that damages Huron's and/or the HUCSC's reputation.

14.3 Notice---when scheduled for de-ratification, a club will be notified by one (1) notice in the HUCSC Society President's registered email;

14.4 Procedure---upon notice of de-ratification, the club has the opportunity to respond to the notice by explaining to the Clubs Commissioner why the club should not be de-ratified. If the club wishes to take the opportunity to respond, its executive must notify the Clubs Commissioner of its intent within one week of the issuance of notice;

14.4.1 Once the club indicates its intent to respond, it must provide a written explanation to the Clubs Commissioner within one (1) week;

14.4.2 The club may, in addition to a written explanation, provide an oral explanation before the HUCSC Clubs Governance Board;

14.4.3 The HUCSC Clubs Governance Board will take the club's explanation into account and issue a decision regarding de-ratification of a club within one week of meeting to discuss the club's possible de-ratification;

14.4.4 The HUCSC Clubs Governance Board is the final stage of appeal for a de-ratification notice of a HUCSC club;

14.5 A de-ratified club will not be permitted to re-apply to the HUCSC for ratification until the next academic year, nor can any organization be ratified within the same academic year that has a similar mandate to the de-ratified club.

14.6 De-ratification of a club entails:

14.6.1 Loss of “club” status and any and all privileges conferred on the club by the HUCSC and its Policy; and

14.6.2 Recovery of any of the clubs monies by the HUCSC.

15 EXECUTIVE DUTIES:

15.1 Duties of the Club’s President:

15.1.1 The President is responsible for all the actions of the club;

15.1.2 The President is directly accountable to the Vice-President Student Life of the HUCSC;

15.1.3 The President is required to attend all meetings called by the Clubs Commissioner, the Clubs Finance Commissioner, the Vice-President Student Life, the Vice-President Finance and/or the HUCSC President; and

15.1.4 If the club’s president is unable to attend the meeting, another member of the club’s executive must take the place of the club’s president at the meeting.

15.2 Duties of the Club’s Treasurer:

15.2.1 The treasurer must deposit all monies directly in the Vice-President Finance’s depository mailbox within one (1) day of receipt and shall maintain an accurate record of monies paid or received;

15.2.2 The treasurer must supply to the HUCSC Vice President Finance a statement of all financial transactions as requested. Failure to provide a statement will result in the freezing of the club’s account until the statement is supplied; and

15.2.3 The HUCSC Vice President Finance shall, upon request, supply to each club a statement of accounts within seven (7) working days.

16 CLUBS WEEK:

16.1 All HUCSC clubs must participate in Clubs Week in September. The dates for Clubs Week will be determined by the Clubs Commissioner and the Vice-President Student Life;

16.2 All clubs must have their displays approved by the Clubs Commissioner; and

16.3 All signup sheets must be approved by the Clubs Commissioner, and must contain the following information: name, email address, and student number.