

Name of Bylaw

1. This bylaw shall be referred to as the "Club bylaw".

Interpretation

2. This bylaw shall be interpreted by the Vice President Student Services as chair of the Club Policy Committee, and shall refer to BUSAC for clarification in case of need.

Definitions

3. Ratification shall be defined as the attainment of club status as outlined in this bylaw.
4. De-ratification shall be defined as the removal of the club's status.
5. A Group shall be defined as non-ratified organized group of students seeking ratification as a club.
6. A Club shall be defined as a group of students gathered together with the intent of fulfilling a mandate that has formally completed the ratification process outlined herein and is therefore officially recognized by BUSU.
7. Executive Summit shall be defined as a gathering of club executives organized by the Vice President Student Services or their designate for the purpose of ongoing education in regards to club administration.
8. Club Fair shall be defined as a gathering of clubs organized by the Vice President Student Services or their designate for the purpose of recruiting new members.
9. Release agreement shall be defined as a form stating that BUSU is not responsible for the actions of a club or club member.
10. Supplemental Grant shall be defined as financial assistance for club activities given in accordance with sections 65-72 of bylaw 2550.
11. Natural Justice shall be defined as the right to the following;
 - (a) The right of an individual or group to know the case against them;
 - (b) The right of an individual or group to meet the case against them (to be heard);
 - (c) The right to an impartial and unbiased decision-making body;
 - (d) The right to have the persons who hear the case decide the case;
 - (e) The right to a decision and to reasons.

Purpose

12. The purpose of this bylaw is to provide a framework for students wishing to come together formally and establish themselves as a club. This bylaw outlines this framework, and clarifies the obligations and responsibilities of parties involved. This bylaw should be read in conjunction with Bylaw 2500, The Club Policy Committee bylaw. This document is the framework for allowing students to form, operate, govern and develop such clubs.
13. BUSU will only officially recognize, as a club, any student group on campus that has completed and been approved through the ratification process.

Club Membership

14. All clubs shall be open to every student at Brock regardless of race, national or ethnic origin, religion, age, colour, physical or mental ability, sexual orientation, gender, monetary status, or any other factor.
15. Individuals' not currently undergraduate students at Brock may hold membership in a club upon approval of the club's executive, but they may not hold an executive position and may not hold voting rights.
16. A clubs membership must be comprised of at least eighty percent (80%) undergraduate Brock students.
17. Clubs shall maintain an active membership of at least ten (10) members at any given time.
18. Each member of a club must pay a fee to join that must not be less than \$3.00 and or more than \$25.00.

Recruiting

19. Clubs may recruit members in any way they see fit provided that such recruitment shall not infringe on any persons personal rights or privileges in any way, or violate this bylaw or the BUSU code of conduct."
20. BUSU shall provide services to clubs in order to help clubs promote themselves and recruit members.
21. The Vice President Student Services will hold no less than one club fair per year at the beginning of the first semester.
22. The Vice President Student Services will hold no less than two Executive Summits for club executives with at least one to be held in each of the semesters. These Executive Summits will be designed to express concerns, share ideas, and/or receive professional training.
23. Any other events initiated by BUSU are to be determined by the Vice President Student Services in conjunction with each year's club Presidents, and may include such ideas as a Club Week promoted by BUSU for all clubs, socials, a club fair, or anything else that would promote club awareness among students.

Club Constitution

24. Each club shall be governed and operate under a Club Policy Committee approved constitution.
25. All amendments to a club's constitution must be submitted to and approved by the Club Policy Committee to be considered valid.
26. This constitution must state clearly that the club is not an agent or representative of BUSU, that it has no authority to act on behalf of BUSU, and that its views and actions in no way represent BUSU.
27. The constitution must outline all of the following, and may include anything additionally required by the Club Policy Committee and anything additional the club feels appropriate;
 - (a) The name of the club
 - (b) The purpose of the club
 - (c) Membership criteria, fees, roles, and duties
 - (d) All Executive positions and duties

- (e) Executive impeachment procedures
- (f) Meeting requirements and procedures
- (g) Election procedures
- (h) How the constitution may be amended
- (i) Signing Officers

Club Executive

28. Executive members of a club must be undergraduate students of Brock University who are fee-paying members of the Brock University Students' Union.
29. All Club executives shall be bound by bylaw 50, BUSU's Code of Conduct.
30. All clubs must hold an election for the executives at least once a year. Nominations must be called for all club executive positions and must be open to all members of the club at the time elections are called.
31. The format of nominations and elections may vary from club to club, however they must be governed by the constitution of that club. (Some suggestions include holding a general club meeting that is open to all club members, accepting votes via e-mail or other correspondence, etc.).
32. Nominations for election as an executive must be open for no less than one week.
33. Voting for executive positions may take place at the same meeting that nominations are called for, given that notice of said meeting has been provided at least two weeks in advance to all members.
34. A list of all club executives including names, positions, student numbers, indication of student status, addresses, phone numbers, and e-mail addresses must be provided to the Vice President Student Services within one week of the election.
35. Any change in the club executive must be communicated to the Vice President Student Services within fourteen (14) calendar days of the change for it to be considered valid.
36. It is the responsibility of the Vice President Student Services to verify that all club executives meet the eligibility requirements.
37. All club executives shall be responsible for all club activities, regardless of their attendance, and they must ensure that their club undertakes no dangerous or unsafe activities, including but not limited to, drinking games, pub crawls, skydiving, parachuting, equestrian activities, climbing, sporting activities, or martial arts. Furthermore, club executives must complete the Student Event Risk Management Forms for each and every event.
38. Club executives are to ensure that the membership fees are used in a manner in which all members are able to participate and/or experience the benefits.

Duties of Club Presidents

39. Club presidents shall be responsible for maintaining an up-to-date list of all members of their club including those holding Executive positions. This list must be provided to the Vice President Student Services upon request.
40. Club presidents shall be responsible for ensuring that their club maintains consistent financial records of their activities.
41. Club presidents shall ensure travel waivers are implemented and signed for all events requiring organized travel off the Brock University campus.

42. Club presidents shall ensure that each member of their club signs the release agreement as part of the ratification process, which indemnifies BUSU from responsibility associated with any 'regular' club activity, as described in their club mandate. At the discretion of the Vice President Student Services, club members may be required to sign additional waivers for specific events or activities. Furthermore, club presidents must ensure that Student Event Risk Management Forms are filled out a minimum of 21 calendar days prior to a proposed event.
43. No club president may sign a contract that has legal or financial implications without the permission of the Vice President Student Service.
44. Club presidents shall ensure that all documentation is up to date and given to the Vice President Student Services. Moreover, club presidents shall ensure that all release agreement forms are completed and witnessed by a club executive.

Ratification of New Clubs

45. The Club Policy Committee will accept proposals for new clubs during each academic term. New proposals will be addressed at the next regularly scheduled meeting of the Club Policy Committee. The Club Policy Committee may accept club proposals and approve or deny them throughout the summer months.
46. Under the umbrella of BUSU there will be no groups of an athletic or physical mandate ratified.
47. A group seeking ratification must have one person who has been pre-determined as president for its inaugural year.
48. A group may be ratified by BUSU only if it:
 - (a) Opens its membership to all Brock students as stipulated in sections 14-18 of this bylaw.
 - (b) Intends to carry out activities which in no way violate any federal or provincial laws, municipal bylaws, university policies and/or regulations, or BUSU bylaws and policies; and which do not infringe upon the rights and privileges of others.
 - (c) Has a mandate which is not duplicated by any other club ratified by BUSU.
 - (d) Submits a constitution, which adheres to the requirements stipulated in sections 24-27 of this bylaw.
49. BUSU will not ratify any groups that practice any form of coercive (persistent mental, social, and emotional pressure to join the group) techniques on their membership or potential membership, nor any clubs who are found to be associated with an outside body that practices coercion.
50. No group shall be ratified which practices discrimination in the acceptance of its members or executive members, or knowingly violates any of the procedures contained herein.
51. Where the applicant group has direct connections with another body outside of Brock University, the nature of this connection and the name of the body must be disclosed fully and substantially in the application for ratification.
52. In the event that the Club Policy Committee does not ratify a group, that group may request an appeal as per section 91-92 of this bylaw.
53. To be considered for ratification, the applicant group must submit a package containing the following items to the Vice President Student Services:

- (a) A completed Club Administration Form
 - (b) A membership list of at least 10 paid members.
 - (c) A signed Indemnity Form (by the President)
 - (d) A signed form indicating an understanding of the Brock University Alcohol Policy, Harassment Policies, BUSU's Code of Conduct, the Club Policy Handbook and this bylaw.
 - (e) A completed signing officers' form.
 - (f) A written description of your club no less than 25 words. This description should be fairly detailed and include the disclosure of any outside organization that may provide guidance and/or funding to the club.
 - (g) The contact information for all club executives, including but not limited to: names, position, email address, phone number, student number and addresses.
54. Groups seeking ratification must report to the Vice President Student Services the name of the bank, trust company, or credit union, the branch, account numbers and signing officers for all bank accounts opened for club purposes.
55. A club seeking ratification must demonstrate that it is of benefit to the student body and must show that:
- (a) It shares similar values to the mandate of BUSU according to its constitution.
 - (b) It will generate interest within the student body. This interest will be judged by the membership list.
 - (c) It does not share the same mandate as any other club ratified by BUSU.
56. Club Presidents, or their executive designate, must attend the club Presidents' meeting as outlined by the Vice President Student Services. Notice for the said meeting shall be no less than two weeks.

Clubs in the Process of Ratification

57. Every club has to re-ratify each year.
58. Clubs that have approached the Vice President Student Services and are in the process of ratification shall, at the discretion of the Vice President Student Services, be entitled to:
- (a) Attend the club fair;
 - (b) The ability to reserve a room on a one time basis for a meeting without room rental charges according to the guidelines outlined in this bylaw;
 - (c) Have access to the Vice President Student Services to help with recruitment strategies, or for general problems or procedures encountered throughout the ratification process;
 - (d) Post recruitment posters on BUSU Bulletin Boards as per the Bulletin Board Posting Policy, with posters being approved by the Vice President Student Services before they can be posted;
 - (e) Access to the Community Announcements Section in the Brock Press; with all posting to be submitted and approved by the Vice President Student Services at least one week in advance of the upcoming issue.
59. All activities of a club in the process of ratification shall only be exercised for the purpose of allowing a club to become ratified.
60. The Vice President Student Services shall approve all events held by any club attempting to ratify prior to any event being held.

61. A group shall be considered a club in the process of ratification if they have submitted Intention to Ratify form to the Vice President Student Services, and have received approval.
62. Groups that are in the process of ratification shall be bound to all rules governing the responsibilities of clubs, as outlined in sections 73 and 74 of this bylaw.

Club Privileges

63. Ratification as a club is a privilege based upon observance of certain procedures and acceptance of certain responsibilities. It follows that this privilege can be withdrawn if these procedures are neglected or responsibilities abrogated by the club.
64. Upon ratification, a club is entitled to:
 - (a) Be listed as a ratified club of BUSU;
 - (b) The ability to reserve a room for meetings and functions without room rental charges according to the guidelines outlined in this bylaw;
 - (c) A BUSU.net e-mail address. All e-mail names must be approved by the Vice President Student Services;
 - (d) The use of a mailbox in the BUSU office;
 - (e) Access to the Vice President Student Services to help set up special events, or for general problems or procedures encountered throughout the year;
 - (f) Assistance from the Vice-President Finance and Administration with preparing financial statements, and other financial tasks;
 - (g) Club Web space as per the BUSU computer agreement.
 - (h) Posting on BUSU Bulletin Boards as per the Bulletin Board Posting Policy;
 - (i) Access to funding as per sections 65-72 of this bylaw;
 - (j) The ability to send and receive faxes from the BUSU office;
 - (k) Access to the Community Announcements Section in the Brock Press (75 words maximum; to be submitted to the Vice President Student Services at least one week in advance of the upcoming issue.
 - (l) Access to a BUSU locker.

Funding

65. The Club Policy Committee shall review any grant application received from a club.
66. Funding shall be in the form of supplemental grants. These grants can be used to supplement funding for any club event including, but not limited to club socials, club meetings, and conference delegation fees.
67. To receive supplemental grant funding, a club must complete the supplemental grant application form that includes but is not limited to:
 - (a) Description of the event
 - (b) A completed Student Event Risk Management Forms (if it applies)
 - (c) A current bank statement proving the financial situation of the club
 - (d) Pertinent receipts, invoices, written estimates and/or budgets.
68. Clubs may raise additional money by selling approved items and/or holding approved fundraisers.
69. Funds allocated to a club must be used for the purpose intended. Club allocated funds are non-transferable.

70. Acceptable expenditures for supplemental grants shall be set by the Club Policy Committee on a year to year basis.
71. All supplemental funding grants must be approved by the Club Policy Committee
72. The Club Policy Committee can approve up to \$200 for a single event proposed by the club; while amounts over \$200 must be sent to BUSAC for approval.

Club Responsibilities

73. BUSU provides ratified clubs with opportunities to explore a variety of interests. With ratification comes responsibility to BUSU, Brock University, other ratified clubs, and every student at Brock. Respect for the individuality and independence of each member of the university community is of utmost importance.
74. Every club has important responsibilities to BUSU and to its membership. These responsibilities shall include, but are not limited to:
 - (a) Adherence to all bylaws, policies, procedures, and resolutions of BUSAC, the BUSU Board of Directors, and the Club Policy Committee.
 - (b) Respond to correspondence from the Vice President Student Services within a reasonable amount of time.
 - (c) Keeping detailed financial records.
 - (d) Adherence to the purpose and mandate of the club as per their constitution.
 - (e) Mandatory attendance of the President or their designate at all Club Presidents' Meetings.
 - (f) Forwarding all constitutional changes to the Vice President Student Services who will ensure that the Club Policy Committee reviews them. The Club Policy Committee must approve changes to be considered valid.
 - (g) Hold at least three meetings per year each of which must be advertised to the entire membership at least one week in advance.
 - (h) Inform the Vice President Finance and Administration of any sponsors or vendors they wish to bring onto campus prior to the event to ensure that the sponsor or vendor does not conflict with any other organization on campus or existing contracts.
 - (i) Seek approval before using the logo of BUSU.
 - (j) Complete all necessary BUSU and Student Event Risk Management forms for events within the indicated time period and ensure approval before the commencement of the event.
 - (k) Have all advertising and publications clearly stating the name of the club publishing the material.
 - (l) Ensure that all advertising material meets BUSU and University posting policies.
 - (m) Not misrepresenting the Students' Union and its activities.

De-Ratification Procedures

75. The following may be cause for a de-ratification hearing of the Club Policy Committee:
 - (a) Failure to comply with the language or the spirit of this bylaw in any way.
 - (b) Abuse of any BUSU services or privileges.

- (c) Failing to abide by the club's constitution as approved by the Club Policy Committee.
 - (d) Violation of University policies including but not limited to the Student Code of Conduct, Alcohol Policies, and Student Event Risk Management Policies.
 - (e) Execution of an event not approved through the appropriate channels (i.e. BUSU and the Student Event Risk Management Forms).
 - (f) A resolution of BUSAC, the BUSU Board of Directors, or the Club Policy Committee.
 - (g) Fraudulent representation of the club's financial assets.
 - (h) Expenditure of supplemental grants other than the purpose for which it was applied.
 - (i) Failure of a club President, or their executive designate to attend the club Presidents' meeting, without proper alternative arrangements made with the Vice President Student Services prior to the scheduled club Presidents' meeting.
76. Notice of a de-ratification hearing shall be served through the club's BUSU mailbox that is assigned to the specific club and notification through e-mail, to include the specific time and place of the hearing. In addition, a registered letter shall be sent to the club president no less than two school weeks prior to the date of the relevant Club Policy Committee meeting.
77. The club shall be provided with all evidence and all concerns that will be brought up at the hearing at least one week in advance to the hearing.
78. The club shall be entitled to no more than three representatives at this hearing.
79. The hearing shall be conducted following the rules of natural justice, with the President of BUSU or their designate as Chair and the Vice President Student Services or their designate presenting the case for de-ratification. Each side shall be given a reasonable time to address all issues and rebut claims of the opposition.
80. Minutes of a de-ratification hearing shall be taken by an independent recording secretary.
81. The Club Policy Committee shall seek a consensus decision, in the event that a consensus cannot be reached, a vote of two thirds (2/3rds) in favour of de-ratification shall be considered valid. The Vice President Student Services shall not vote in a de-ratification hearing. The chair of the Ethics Review Committee, or their designate, shall vote in place of the Vice President Student Services.
82. If a club is not satisfied with its treatment by the Club Policy Committee, that club may appeal as per sections 91-92 of this bylaw.

Room Booking Procedures

83. All room-booking requests must go through the BUSU receptionist.
84. In order to book a room, a club executive must fill out the room booking form and submit it to the BUSU receptionist. Requests through e-mail or telephone are not sufficient, a room booking request form must be completed for all bookings.
85. All room booking request forms must be completed and returned five (5) business days prior to the desired date of booking.
86. If Audio Visual equipment is desired it must be specified in the provided space.

87. A club must obtain a copy of the signed room booking request form in order to confirm the securing of a room – unless a club picks up said signed form, the room booking is not finalized. Filling out a room booking form does not constitute that a room is available. Do not assume to have a secured room until the signed form has been obtained from the BUSU office.
88. Within the Alumni Students' Centre, all food must be catered by BUSU's in house food services unless permission otherwise is obtained from BUSU's Food and Beverage Manager.
89. All rooms shall be returned to their original condition before leaving, otherwise a \$50 cleaning fee may be charged.
90. If you no longer need a room booked after having confirmed the room booking, you must inform the BUSU receptionist.

Appeals

91. Decisions made by the Vice President Student Services without consulting the Club Policy Committee can be appealed to the Club Policy Committee at the request of the club. The Vice President Student Services shall be required to inform a club of their proper process of appeal.
92. Unless otherwise specified in this document, any club has the right to appeal any decision of the Club Policy Committee to the Appeals Committee, pursuant to bylaw 2950.