



<b><i>Policy</i></b>
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## **Preamble**

All Trent University Durham students have the right to congregate together as a Club for a unified purpose under the supervision of the Vice President Of Campus Life (VPCL), Student Engagement Committee (SEC) and Trent Durham Student Association (TDSA) Board Of Directors

Clubs affiliated with the TDSA seek to positively contribute to the life of every student on the Durham Campus. Additionally, clubs seek to provide an open, inclusive environment for students to develop themselves socially, academically and personally.

The Board of Directors has ultimate authority over the policies herein, if no SEC is available, the Board of Directors has final authority.

## **19.1 Definitions**

19.1.1 A club will be defined as a group of eight (8) or more students whom, as an approved collective, are part of the TDSA, operating under the policies and bylaws of the TDSA

19.1.2 The Vice President of Campus Life (VPCL) will be defined as the duly elected executive of the Trent Durham Student Association who holds the duty to manage TDSA clubs in their portfolio.

19.1.3 The Student Engagement Committee will be the oversight committee for all Club related events and activities. This committee shall comprise the VPCL (chair), two students at large and one board member..

19.1.4 Trent University Durham will be defined as any staff, faculty, alumni, committee or entity employed by or associated with Trent University.

19.1.5 Higher risk events include but are not limited to travel off-campus, excessive physical activity, dangerous materials, and substances or tools.

19.1.6 An Academic Year will be defined as May1<sup>st</sup> to April 31<sup>st</sup> of every year

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19.1.7 The fall semester will be defined as September 1<sup>st</sup> to December 31<sup>st</sup> of every year, the winter semester will be defined as January 1<sup>st</sup> to April 30<sup>th</sup> of every year and the summer semester will be defined as May 1<sup>st</sup> to August 31<sup>st</sup> of every year.

19.1.8 Group of 3 students who are responsible for the operations of the club. Club executives must be TDSA members.

19.1.9 A Trent University Student who pays TDSA fees every year, which occurs when a student's home campus is Trent University Durham.

### **19.2 New Student Clubs Applications and Training**

#### **19.2.1 Applications**

19.2.1.1 All Students wishing to start a club must fully complete the "Club Application" package as provided by the VPCL.

19.2.1.2 A club may not have the same purpose or mission statement as an existing club

I. If said club already exists with no executives, follow orphan club procedure

19.2.1.3 Upon the full completion of the "Club Application" package, said package should be submitted to the VPCL who will review the application and give their recommendation for ratification to the SEC .

19.2.1.4 If a Club chooses to create a constitution or a set of policies, a copy of such must be approved by the SEC and all club executives must attend a meeting to discuss the document with the VPCL.

19.2.1.5 The question of ratification shall be considered at the next meeting or communication with the SEC and shall be decided by a simple majority vote. This meeting or communication must take place as soon as possible. If quorum (50%+1) cannot be met at the meeting, the VPCL then has the right to approve/refuse ratification as they see fit.

19.2.1.6 The VPCL must communicate the ruling of the SEC to the applicants within five (5) business days of the resolution of the vote.

#### **19.2.2 Training**

19.2.2.1 Upon the ratification of a new club, each member of the club executive must receive club training from the VPCL before they may be involved in holding any events or meetings.

19.2.2.2 If a club executive has not been trained within six (6) weeks of the ratification of the club, they are subject to removal from the club executive role at the discretion of the VPCL.

19.2.2.3 Club executives must be retrained every year by the VPCL.

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### **19.3: Club Rights and Responsibilities**

#### **19.3.1. Club Rights**

A ratified Club in good standing is entitled to access certain TDSA and Campus Services upon the discretion and approval of the SEC. These include, but are not limited to:

- 19.3.1.1 Being listed as an official Club of TDSA
- 19.3.1.2 Requesting assistance from the TDSA in preparing Club financial statements
- 19.3.1.3 Requesting assistance from the VPCL/VPUA/President to ensure that Club activities comply with TDSA and Institutional policies, by-laws and procedures
- 19.3.1.4 Applying for financial assistance through the VPCL

#### **19.3.2 Responsibilities**

Clubs shall adhere to the following guidelines and principles:

- 19.3.2.1 Adherence to all financial policies and procedures as set out by the TDSA, Student Charter of Rights and Responsibilities, and Campus Booking Procedures
- 19.3.2.2 Holding a MINIMUM of one (1) event, meeting, or activity per semester (May 1st-Aug 31st, Sept 1st-Dec 31st & Jan 1st-April 30th)
- 19.3.2.3 Having all promotional materials approved and stamped by the VPCL prior to posting on or off campus. Approval of any and all promotional materials must adhere to the Trent University Poster Procedure.
- 19.3.2.4 At least one (1) club executive must attend any mandatory TDSA All Clubs meetings, as scheduled by the VPCL.;
- 19.3.2.5 Attending all TDSA-run Club recruitment events (get involved week, etc.), at least one (1) per semester (fall and winter) ;
- 19.3.2.6 Send one executive to each of the TDSA General Meetings. If no executive is able to attend, a proxy must be nominated to represent the club.
  - I. Said executive/proxy must communicate the information to the other executives directly following the meeting
  - II. If any of the executives of the clubs are board members, they are not able to attend the meeting as a representative of the club as they will be representing the board. A club executive who is not a Board Member must attend as well.

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19.3.2.7 Adhere to all administrative duties and deadlines for all information set by the VPCL, including the following:

- I. Submitting all financial reimbursement forms by April 15<sup>th</sup> of the Academic Year;
- II. Maintaining the online membership lists in conjunction with the VPCL;
- III. Submitting a list of executive members with their names, student numbers, institutional email address (@trentu.ca) to the VPCL;
- IV. Replying to all correspondence from the VPCL and TDSA Executive Committee within five (5) business days;

### **19.4: Membership**

For a club to be considered legitimate by the TDSA, it must adhere to the following guidelines

#### **19.4.1 Membership Eligibility**

19.4.1.1 Club memberships are open to all students regardless of ethnicity, age, gender, religion, culture, ability or sexual orientation. No TDSA member shall be refused membership of any clubs that are ratified by TDSA and are in good standing with the organization.

19.4.1.2 A club shall consist of no fewer than eight (8) members of the TDSA. Membership in Clubs may consist of full-time students, part-time students, alumni, faculty and staff.

19.4.1.3 Members of the TDSA Executive Committee and TDSA employees directly overseeing clubs, University staff, faculty, and alumni shall not be executive members or possess voting rights of any Club

19.4.1.4 Students who are not members of the TDSA may participate in club events, but may not be eligible for executive positions, voting rights, or additionally under the discretion of the VPCL.

#### **19.4.2 Club Executives**

19.4.2.1 Three members will be considered executive members of the club and shall be tasked with special powers and responsibilities defined in the policy herein

19.4.2.2 When a club reaches an active registered membership exceeding twenty five (25) members of the cooperation they shall be granted a fourth executive member referred to as “the Extended Executive”. This executive shall be granted the same powers and responsibilities as other executives in accordance with the Clubs Governance Model.

19.4.2.3 A club member shall be deemed active by attendance taken at any meeting of the club.

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19.4.2.4 Club members shall only be permitted to hold one club executive role at a time. Club executives wishing to be an executive on more than one (1) club must formally submit an application to be reviewed and approved by the VPCL.

### **19.5: Club Governance**

#### Club Governance Model

19.5.1.1 Each of the executives has one vote as a part of the club executive committee.

19.5.1.2 The club executive committee shall be in charge of the events, marketing, recruitment, finances and day to day operations of the club in consultation with the VPCL

19.5.1.3 Decisions are made by a simple majority of the committee (50%+1), in the event of an irreconcilable tie the VPCL shall act as the tiebreaker.

19.5.1.4 All members of this committee have equal responsibilities to the events, finances and day to day operations of the clubs.

### **19.6: Club Emails**

19.6.1 Each club will be provided with a designated email account to be used for all correspondence relating to club affairs.

19.6.2 Executives will be the only members with access to this email account.

19.6.3 No emails may be deleted from the account. 19.6.4 The VPCL and Executive Director have access to club email accounts at their discretion. Any access to club emails must be approved by the TDSA Executive Committee.

### **19.7: Orphan Club Procedure**

19.7.1 Orphan clubs are previously ratified clubs that no longer have executives

19.7.2 These clubs are available for any student who wishes to adopt it

19.7.2.1 Students wishing to adopt a club must email VPCL indicating interest

19.7.2.2 Students must have a minimum of eight (8) students, including themselves, interested in joining the club, of which three (3) will become executives

19.7.3 Orphan clubs that are adopted can be changed to suit the needs and goals of the new club members and executives

### **19.8 Events and Risk Management**

19.8.1 All event applications are overseen by the VPCL

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19.8.2 All Clubs must make every reasonable effort to ensure the event is safe and inclusive to all students.

19.8.3 All events must include access to a 'quiet room' (TDSA office, multi-faith room) for students to utilize in accordance with Trent University's sexual violence prevention policy. Access to a quiet room must be communicated to all event attendees.

19.8.4 All event applications must be received by VPCL ten (10) business days before the event is to take place.

19.8.5 All event applications exceeding 100 people or \$500 must be received by the VPCL twenty (20) business days before the event is to take place.

19.8.6 If food is provided at these events, there must be appropriate signage posted to indicate appropriate allergy warnings, that the food was made in an uncontrolled environment, and other considerations provided by TDSA.

19.8.7 For "higher risk" events the clubs must consult the "Trent Risk Management" form and the appropriate waivers must be provided before an event can take place.

19.8.8 All events on and off campus are subject to the TDSA's Risk Management Procedures

19.8.9 Should non-TDSA members be present at a TDSA event, the TDSA club they are representing must inform the VPCL no fewer than five (5) business days in advance of the event.

19.8.10 Non-TDSA representatives may request email and other electronic contact information from students but may not request any confidential information from the TDSA or any representatives included but not limited to student ID numbers, phone numbers, addresses, etc.

19.8.11 Any collection of student information must come with express consent of the student whose information is being collected.

### **19.9 Club Finances**

#### **19.9.1 General Finances**

19.9.1.1 No club may charge any membership fees to any student wishing to be part of their club

19.9.1.2 To qualify for funding, a club must have a trained executive team, must be a recognized club, and must fill out the correct form (either the event application or large expenditure form) and submit it to the VPCL ten (10) business days in advance for events under \$500 or twenty (20) business days for events over \$500

19.9.1.3 All club purchases made with TDSA funds are considered the property of TDSA. Clubs will have priority access to the items they purchased, and they will also have access to items that other clubs have purchased and are not using.

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19.9.1.4 Clubs must ensure that all previous receipts and funding applications are completed prior to submitting a new application.

19.9.1.5 Clubs should stay within their given budget for the school year and are responsible for updating the VPCL on their budget and if they go over budget.

### **19.9.2 Expenditure Applications**

19.9.2.1 The VPCL may approve event applications under \$500 unilaterally. For events exceeding this amount, it requires approval by the SEC.

19.9.2.2 Large expenditure forms will be submitted to the VPCL. The VPCL will then set up a meeting with the SEC, and a decision will be made. . The club will receive a decision on the large event expenditure form as soon as possible. Should the SEC not meet quorum within 10 days of the submission of the form, the VPCL may decide the question.

### **19.9.3 Special Event Funding:**

19.9.3.1 Clubs wishing to access additional funding outside of TDSA may apply for Trent University Durham's Student Initiative Funding by contacting Student Affairs for more information.

19.9.3.2 Clubs must inform the VPCL of all other means of funding in order to maintain clarity of funds

I. Clubs must obtain written confirmation from outside sources indicating proof of additional funding, including a breakdown of the funds provided by said outside source.

### **19.9.4 Exemptions to Club Funding:**

19.9.4.1 Club funding may only be accessed between the months of May-April, subject to VPCL ruling

19.9.4.2 Clubs may not use TDSA funding for any donation purposes to another organization or individual. This restriction does not apply to any funds raised independently by a club through their own fundraising efforts.

19.9.4.3 Clubs may not use TDSA funding for appreciation dinners/banquets targeted at individuals. This restriction does not apply to any funds raised independently by a club through their own fundraising efforts.

19.9.4.4 Clubs may not use TDSA funding to buy materials that could be considered dangerous or offensive (weapons, pornographic material, etc.).

### **19.9.5 Reimbursement of Club Expenses:**

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19.9.5.1 All forms of club funding will be reimbursed using the TDSA's "General Reimbursement" forms submitted by club executives with original receipts.

19.9.5.2 Reimbursements will be completed through e-transfer and will be made no sooner than seven (7) business days from the submission of the "General Reimbursement" form to the TDSA

19.9.5.3 All general reimbursement forms must be filled out and handed in within 30 days of purchase.

### **19.9.6 Cash boxes:**

19.9.6.1 Clubs requiring a cash box must obtain one with the express permission of the VPCL or Executive Director in the VPCL's absence.

19.9.6.2 All cash boxes and the contents therein may not leave Trent University property

19.9.6.3 Said box will be the responsibility of the parties that requested the box and any lost funding must be replaced.

19.9.6.4 In the event a box needs to be stored and the TDSA office is unavailable for use, it must be stored at security or placed in a locker, if the accommodations have been made.

19.9.6.5 In the event a cash box is at the security desk, a Club Executive, the VPCL, VPUA, President, or Executive Director are the only parties able to obtain said cash box.

19.9.6.6 Any club wishing to procure a float for a cash box must make the request two (2) business weeks before the event is to take place.

19.9.6.7 Any money raised by the club will be stored by the TDSA until the club wishes to access the funds.

### **19.10 Club Discipline**

#### **19.10.1 Sanctions and Warnings**

19.10.1.1 The VPCL and the SEC have the right to place a sanction on a club or individual.

19.10.1.2 Clubs shall be sanctioned for the following reasons:

I. Breach of any of the responsibilities outlined in this policy.

II. Misuse of TDSA services, funding or privileges.

III. Conduct detrimental to the proper and safe functioning of the club, organization or university.



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19.10.1.3 A warning must come with a formal written notice delivered within 5 business days of the decision being rendered.

### **19.10.2 Suspension**

19.10.2.1 Upon receiving two (2) written warnings, or in an occurrence of serious misconduct, a club will be placed on suspension and the SEC will be notified.

19.10.2.2 The SEC has the right to suspend a club for a duration it deems fair with a rationale provided to said club at the time the decision is rendered.

19.10.2.3 The VPCL has the right to place a club on temporary suspension for no longer than twenty (20) business days during which time the VPCL will bring the matter before the SEC who will decide whether or not to continue the suspension.

19.10.2.4 Any suspension of a club must include a meeting with all interested parties and the VPCL within twenty (20) business days of the date of suspension. If the interested parties do not accept the meeting request, the SEC may then consider executive removal following club discipline policy.

19.10.2.5 While on suspension, the club shall have all benefits revoked and events cancelled at the discretion of the VPCL.

### **19.11 Club De-Ratification**

19.11.0.1 The SEC has the right to suspend or de-ratify a club depending on the severity of the infraction.

19.11.0.2 When scheduled for de-ratification, a club shall be notified by the VPCL via email.

#### **19.11.1 Chapter One: Neglect**

19.11.1.1 In the case of chapter one de-ratification, the club shall be disbanded with no substantive action taken against the club or any members/executives thereof. The club may be re-ratified at any time provided they complete the ratification form.

19.11.1.2 Causes of Chapter One de-ratification includes but are not limited to:

- I. Failure to find club executive succession by the end of "Get involved week";
- II. Club membership fails to reach the eight (8) active members;
- III. Club executives fail to attend mandated training;
- IV. A de-ratification vote of a majority of the club membership.

#### **19.11.2 Chapter Two: Minor Infractions**

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19.11.2.1 In the case of Chapter Two de-ratification, the executive of the club or those responsible for the violation will be barred from holding an executive position in any club for a minimum of one calendar year. . The club may be re-ratified by other executive members at the discretion of the VPCL.

19.11.2.2 Causes for Chapter two de-ratification include but are not limited to

- I. Abuse of Student Association funding, services or privileges;
- II. Failure to take adequate precautions to limit liability while hosting or participating in events or activities either on or off campus;
- III. Breach of any of the responsibilities outlined in the Clubs' Policy and Procedures;

### **19.11.3 Chapter Three: Major infraction**

19.11.3.1 In the case of a chapter 3 de-ratification, a meeting must take place between the Executive Committee and the parties involved to determine whether the club's membership rights will be revoked.

19.11.3.2 Causes for Chapter three de-ratification include but are not limited to

- I. Committing an offence which contravenes any Federal, Provincial, or municipal laws;
- II. Committing an offence or engaging in an activity that seriously damages the reputation of the TDSA;
- III. Violating as a group the Student Charter of Rights and Responsibilities;

### **19.12. Transitions and Removals**

19.12.0.1 Notice of removal of any club executives or members shall be delivered by the chairperson of the SEC.

19.12.0.2 Any member that is removed from a Club shall lose all privileges associated with membership in said Club. Should the complainant fear for their safety, or be subject to violation of their human rights or the Trent Student Charter of Rights and Responsibilities, they must file their complaint with the University.

#### **19.12.1 Elections**

19.12.1.1 If a current executive is unwilling or unable to continue in their role, an open call for a new executive must be sent out to the membership of said club. If multiple parties express interest in the vacant position, an election must take place at a meeting held no later than three (3) weeks after the call for new executives.

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19.12.1.2 If only one party comes forward, they may be acclaimed and appointed without an election.

19.12.1.3 The VPCL shall be the Chief Elections Officer of all club elections.

### **19.12.2 Removal of Members:**

19.12.2.1 A Club member, including a club executive, may be given notice of removal. Removal will be considered for the following violations:

- I. Non-disclosure of a significant or continuing conflict of interest;
- II. Violation of the University's Code of Student Conduct or TDSA or Trent University Policy that harms the reputation of either organization;
- III. Misuse of Club funds in a manner not communicated to the VPCL or Club Executives or members of the Club;
- IV. Any violation committed by a Club that the VPCL has determined to be the responsibility of a single Club member or group of Club members;

19.12.2.2 A member or a club executive may be investigated with the potential of being removed by a majority vote of the SEC.

### **19.12.3 Executive removal**

19.12.3.1 A Club Executive may be removed from their position as an Executive without being removed from the Club. However, this will depend on the severity of the circumstances as determined by the SEC.

19.12.3.2 Any executive who has been removed from office under the terms and conditions herein will be eligible to serve again as an executive of said Club in the following academic year.

19.12.3.3 Due cause for termination may include, but is not limited to:

- I. Dereliction of duty where the club executive is found to have abandoned his or her duties as outlined in the policy hereof or any policy or lawful resolution of said Club, or any revision thereof;
- II. Lack of attendance without notice for more than two (2) meetings of the Club;
- III. Any other serious acts that are injurious to the Club, its Mission and/or Principles.
- IV. Creating a toxic environment that is deemed harmful to an executive or member of the club

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19.12.3.4 VPCL shall take all reasonable and necessary actions to contact the club executive in question, in writing, to inform him or her of the request, the time and place at which the club membership will consider the question, and that he or she may be present to argue the question in their own defense.