

Clubs Procedure

Statement

This procedure exists to ensure that student-led clubs run in a manner which represents TKUSA and TKU in a positive fashion.

Regulations

1. Ratification

- 1.1. Each new club must apply using the application form which is located on TKUSA website. This form includes but is not limited to:
 - 1.1.1. Club Charter
 - Information regarding the club such as name, purpose, president, and executives (where applicable).
 - Also includes the mission and purpose of the club and the meeting dates.
 - 1.1.2. Budget Proposal
 - Must include information on expenses you expect your club to spend throughout the duration of the year.
 - 1.1.3. Submission
 - Final review and submission of application form
- 1.2. Each year, existing clubs must renew their application form in order to operate during the upcoming year.
 - 1.2.1. This application includes information about you club from previous years and will influence renewal.

2. Requirements of Operation

- 2.1. A club must not impose a legal liability, damage the interests of, or negatively impact TKUSA.
- 2.2. All clubs must abide to TKUSA's Bylaws, Policies, and Procedures.
- 2.3. All clubs must abide to the conduct of the law
- 2.4. Two club executives must be present at the clubs fair at the beginning of each academic year.
- 2.5. No Executive Director of TKUSA may sit on the board of a club
- 2.6. Club Presidents must meet with the VP Student Services at least once a semester.
- 2.7. Off-campus events must be accompanied by a waiver form for each student to sign
- 2.8. Each student member must sign a club waiver form at the beginning of the academic year.
- 2.9. Clubs must disclose general social media account information to the VP Student Services representing that academic year.
- 2.10. Clubs which act in a regard against TKUSA policies or procedures of the code of conduct may be placed on probation and put forward to the Executive Board for possible disbandment.

3. Budget

- 3.1. Application forms include a budget portion which must be filled out.
- 3.2. A proposal must be put forward in order to receive funding.
- 3.3. Each club has an opportunity to receive up to \$500 in funding.

- 3.3.1. Budget proposals are to be approved by the General Council before funding is provided.
- 3.3.2. Any additional funding required must be indicated in the budget proposal and is up to the discretion of the VP Student Services.
- 3.3.3. Funding approval will be based on availability and number of clubs.
- 3.4. If a club were to exceed their allotted funding, they will not be reimbursed beyond what was given to them.
 - 3.4.1. Excess funding can be requested by the Executive Board (General Council?) and must be approved for reimbursement.

4. Membership

- 4.1. These Executive Positions must be upheld in order to maintain operation:
 - 4.1.1. President, who is responsible for:
 - Reporting to the VP Student Services
 - The club's management conduct
 - 4.1.2. Treasurer, who is responsible for:
 - Prepare and submit the club's budget for approval
- 4.2. Club executives may have a Faculty, Alumni, or Staff advisor to assist with the operational aspect of a club.
- 4.3. Additional executives may be added to a club with a max of three (3) additional positions.
- 4.4. Each club must be available to all TKUSA members excluding faculty-specific clubs.
 - 4.4.1. Student members can join a club any time throughout the year.
- 4.5. The membership list for each club must be maintained and kept up to date.

5. General Operations

- 5.1. Booking rooms must be done in accordance with the University booking policy.
- 5.2. Promotional material may be used in order to expand general knowledge of the club
- 5.3. No fees are required in order to join a club.
- 5.4. Clubs are responsible for booking their own events if off-campus.
- 5.5. If meetings were to occur within a club, a record of the meeting must be kept with the following information:
 - 5.5.1. Date of meeting(s)
 - 5.5.2. Attendance
 - 5.5.3. Voting Results
 - 5.5.4. Reports presented to members

6. Events

- 6.1. Appropriate conduct must be used when participating in events.
- 6.2. All events must be done in a non-discriminatory nor offensive manner.
- 6.3. Prizes during events may be given out as long as all participating members have equal chance to win.
- 6.4. The event organizer must be present during the scheduled event.
- 6.5. Clubs must open invitations and promotions to events to all members of TKUSA.
- 6.6. Every event must follow TKUSA bylaws, policies, and procedures.

6.7. Events must follow the conduct of the law.

7. Disbandment

7.1. Clubs can disband by its members any time during the academic year.

7.1.1. This excludes forced disbandment which is done by the VP Student Services.

7.2. Upon disbandment, all club activities must be halted, and remaining club budget distributed by the VP Student Services.

Fact Sheet: N/A

First Approval: N/A

Source: Concordia University Students Association, Mount Royal University Student Association