

CLUBS & ASSOCIATIONS POLICY

Approving Authority: VP: Clubs & Associations

Original Approval Date: July 24, 2019

Date of Most Recent Review/Revision: October 30, 2023

Related Policies, Procedures, and Documents: *Clubs & Associations Procedures Manual, Club and Faculty Association Payment Method Policy; Stale Cheque and Petty Cash Letter Policy, Risk Management Policy*

1. Purpose

- 1.1. This policy sets out the process for forming and participating in any undergraduate student club or faculty association.

2. Definitions

- 2.1. **Academic term:** The Fall, Winter, or Spring/Summer semesters as defined by the Wilfrid Laurier University Undergraduate Academic Calendar.
- 2.2. **Club(s):** References to a “club” or “clubs” indicate guidelines that are inclusive of both Students’ Union clubs and faculty-based clubs.
- 2.3. **Faculty Association:** A group that collects a dedicated student levy to fund discipline-specific initiatives and operations, including Faculty-based clubs.
- 2.4. **Faculty-based club:** A discipline-specific sub-group of Faculty Associations.
- 2.5. **Students’ Union-Based club (SU-Based Clubs):** The Students’ Union Campus Clubs fee funds opportunities for groups to form around common interests, including social justice, mental health, entrepreneurship, and personal faith.
- 2.6. **Undergraduate Calendar:** The Wilfrid Laurier University Academic Calendars contains official information regarding program requirements, course offerings, and academic regulations. There are three academic calendars: undergraduate, graduate, and part-time/online learning/continuing education.

3. Jurisdiction/Scope

- 3.1. This policy applies to all Wilfrid Laurier University undergraduate students, and all faculty associations, faculty-based clubs, and Students’ Union clubs.

4. Policy

- 4.1. All Wilfrid Laurier University undergraduate students are eligible to be members of Students’ Union clubs if they are a member of the Students’ Union in good standing and



have paid all relevant fees.

- 4.2. All Wilfrid Laurier University undergraduate students are eligible to be members of their Faculty Association or a Faculty-based club if they are a member of the Students' Union in good standing and have paid all relevant fees.
- 4.3. All Wilfrid Laurier University undergraduate students who have paid all relevant fees are eligible to submit a new club application.
 - 4.3.1. New club applications submitted on The Nest are assessed during two review periods, as specified by the Vice-President: Clubs & Associations ahead of the Fall and Winter terms.
- 4.4. SU-Based Clubs are eligible to operate as Multi-Campus Clubs so long as they run at least one (1) programmed event on each Laurier campus with enrolled undergraduate students during the academic year and maintain a co-president executive structure.
- 4.5. Clubs must maintain "active status" as defined and outlined by the *Clubs & Associations Procedures Manual*.
- 4.6. Clubs must maintain a membership of at least twenty (20) undergraduate student members on the Waterloo campus, ten (10) undergraduate student members on the Brantford campus, and twenty (20) undergraduate student members for multi-campus groups, with a minimum of five (5) members on each campus.
- 4.7. Faculty-based club memberships must include a majority (50% plus one) of students from that faculty
- 4.8. Executive members of faculty associations and faculty-based clubs must be students registered in programs of study in that faculty as defined by the Undergraduate Calendar;
 - 4.8.1. An exception may be considered for students registered in double degree programs.
- 4.9. Clubs and faculty associations must facilitate all financial exchanges and dealings through the Students' Union finance department, and hold all monies within a designated Students' Union registered bank account.
- 4.10. Clubs and faculty associations must submit an event request form on The Nest at least three (3) weeks prior to the event date.
- 4.11. Any club or faculty association that requires, or plans to establish a third-party affiliation, must complete an "External Affiliation Application" prior to formalizing this relationship.
- 4.12. Any club or faculty association that requires, or plans to establish a formal advisory relationship with a Wilfrid Laurier University faculty or staff member, must complete a "Clubs and Associations Advisor Agreement" in advance.
- 4.13. Clubs and faculty associations may partner with similar student groups at the University of Waterloo or Conestoga College on a limited term basis as approved by the (A)VP: Clubs & Associations.
- 4.14. All clubs and faculty associations seeking sponsorships must first complete the *Clubs & Associations Department Sponsorship Agreement* form.
- 4.15. All clubs and faculty associations must abide by the *Clubs and Associations Procedures Manual*, all policies and procedures of the Students Union, the [Student Code of Conduct and Discipline](#), the [Student Non-Academic Code of Conduct](#), all other applicable



university rules, policies, and regulations; and obey municipal bylaws, the laws of the Province of Ontario, and the laws of Canada.