



## CLUBS & ASSOCIATIONS PROCEDURES MANUAL

**Approving Authority:** VP: Clubs & Associations

**Administrative Responsibility:** Director, Policy Research & Advocacy

**Original Approval Date:** July 24, 2019

**Date of Most Recent Review/Revision:** March 23, 2020

**Related Students' Union Policies, Procedures, and Documents:** *Clubs & Associations Policy; Clubs and Faculty Associations Payment Method Policy; Stale Cheque and Petty Cash Letter Policy*

# CONTACT INFORMATION

---

## MULTI-CAMPUS

---

VP: Clubs & Associations  
519.884.0710 x4466  
[suvpca@wlu.ca](mailto:suvpca@wlu.ca)

**Primary contact** for faculty associations and faculty-based clubs and overarching departmental concerns.

---

## BRANTFORD

---

AVP: Clubs & Associations - Brantford  
519.884.0710 x5819  
[suavpcab@wlu.ca](mailto:suavpcab@wlu.ca)

**Primary contact** for Brantford SU-based clubs.

---

## WATERLOO

---

AVP: Clubs & Associations – Waterloo  
519.884.0710 x2137  
[suavpcaw@wlu.ca](mailto:suavpcaw@wlu.ca)

**Primary contact** for Waterloo SU-based clubs.

---

## FULL-TIME STAFF SUPPORTS

---

Tony Massi  
Director, Brantford Operations  
519.884.0710 x5971  
[amassi@wlu.ca](mailto:amassi@wlu.ca)

Jason Verhoeve  
Director, Student Experience  
519.884.0710 x2605  
[jverhoeve@wlu.ca](mailto:jverhoeve@wlu.ca)

# TABLE OF CONTENTS

<a href="#"><u>Introduction</u></a> .....	1
<a href="#"><u>Purpose</u></a> .....	1
<a href="#"><u>Scope</u></a> .....	2
<a href="#"><u>Membership</u></a> .....	2
<a href="#"><u>Starting a Club</u></a> .....	3
<a href="#"><u>Active Status</u></a> .....	3
<a href="#"><u>Managing a Club or Association</u></a> .....	4
<a href="#"><u>Finances and Budgeting</u></a> .....	5
<a href="#"><u>Events and Activities</u></a> .....	11
<a href="#"><u>Partnerships and Contracts</u></a> .....	13
<a href="#"><u>Sponsorship Programs</u></a> .....	14
<a href="#"><u>Donations</u></a> .....	14
<a href="#"><u>Conduct</u></a> .....	15
<a href="#"><u>Related Policies, Procedures, and Documents</u></a> .....	17
<a href="#"><u>Definitions</u></a> .....	18
<a href="#"><u>Appendix A – Club/Association Continuation and Transition</u></a> .....	19
<a href="#"><u>Appendix B – Social Media Usage</u></a> .....	20
<a href="#"><u>Appendix C – Club and Faculty Association Member Code of Conduct</u></a> .....	21

# 1. INTRODUCTION

As a member of the Students' Union, every undergraduate student has the opportunity to support, participate in, and form a club. There are a multitude of benefits available to SU-based clubs, faculty associations, and faculty-based clubs, including:

- An official listing as a SU-based club, faculty association, or faculty-based club with the Students' Union.
- Inclusion in the Students' Union liability insurance policy program.
- The use of university facilities, subject to Wilfrid Laurier University's [Booking of University Space and Facilities policy \(4.10\)](#) and existing agreements between the University and the Students' Union.
- The ability to obtain permission from the proper authorities to make use of certain names and logos, including:
  - Wilfrid Laurier University;
  - The Students' Union;
  - The "Hawk"
- The opportunity to participate in all Clubs & Associations fairs and any other promotional initiatives undertaken by the Clubs & Associations Department.
- Attendance at any events or workshops facilitated by the Clubs & Associations Department.
- Access to funding provided by the Students' Union or an affiliated faculty association.
- Assistance with club or faculty association finances, including the preparation of financial statements.
- The facilitated use of a Students' Union corporate credit card as a payment option, subject to the approval of the (A)VP: Clubs & Associations.
- Promotion of events using the marketing resources of the Clubs & Associations Department.
- Clubs & Associations Department assistance and support with events, activities, etc.

## 2. PURPOSE

The purpose of this procedures manual is to expand on the guidelines established by the *Clubs & Associations Policy* and provide clear direction for the management of all SU-based clubs, faculty associations, and faculty-based clubs.

### 3. SCOPE

All SU-based clubs, faculty associations, and faculty-based clubs must adhere to the requirements of these procedures.

### 4. MEMBERSHIP

- 4.1. All Wilfrid Laurier University undergraduate students are eligible to be members of a **SU-based club** if they are a member of the Students' Union in good standing and have paid the *Students' Union Campus Clubs fee*.
- 4.2. All Wilfrid Laurier University undergraduate students are full members of their **faculty association** if they are a member of the Students' Union in good standing and have paid their respective *Undergraduate Faculty Association Fee for Social Programming*;
  - 4.2.1. Executive members of faculty associations must be undergraduate students registered in programs of study in that faculty as defined by the Undergraduate Calendar.
- 4.3. All Wilfrid Laurier University undergraduate students eligible to be members of a **faculty-based club** if they are a member of the Students' Union in good standing and have paid their respective *Undergraduate Faculty Association Fee for Social Programming*;
  - 4.3.1. Faculty-based club memberships must include a majority (50% plus one) of undergraduate students from that faculty.
  - 4.3.2. In order to join a faculty-based club funded by a faculty association outside of a student's registered field of study, they may be required to pay an additional fee that must not exceed the value of the relevant *Undergraduate Faculty Association Fee for Social Programming*.
- 4.4. Students' Union clubs and faculty-based clubs must maintain a membership of at least twenty (20) undergraduate student members on the Waterloo campus and ten (10) undergraduate student members on the Brantford campus;
  - 4.4.1. In order to qualify for club membership undergraduate students must be members of the Students' Union in good standing who have paid their *Students' Union Campus Clubs fee* and/or their respective *Undergraduate Faculty Association Fee for Social Programming*.
- 4.5. Any membership restrictions not outlined in this policy must be approved by the (A)VP: Clubs & Associations.
- 4.6. Mandatory membership fees levied by individual clubs are prohibited.
- 4.7. Supplementary club or faculty association fees may only be sought under the following conditions:
  - 4.7.1. With the prior approval of the (A)VP: Clubs & Associations, and after the completion of any required documentation;
  - 4.7.2. If the fee is optional;

- 4.7.3. If the member receives a direct and tangible benefit for their financial contribution.

## 5. STARTING A CLUB

- 5.1. The (A)VP: Clubs & Associations will provide the final approval for all new SU-based clubs.
- 5.2. Faculty-based clubs are first approved through the process set by the relevant faculty association, with the VP: Clubs & Associations holding the final authority for all approvals;
  - 5.2.1. In conjunction with faculty association approval, faculty-based clubs must also complete the Students' Union's New Club Registration process.
- 5.3. All Wilfrid Laurier University undergraduate students who have paid the *Students' Union Campus Clubs fee* and/or the relevant *Undergraduate Faculty Association Fee for Social Programming* are eligible to submit a new club application.
- 5.4. New club applications are accepted during two club application periods, as specified by the VP: Clubs & Associations ahead of the Fall and Winter terms.
- 5.5. **IN ORDER TO BE RATIFIED, ALL POTENTIAL CLUBS MUST:**
  - 5.5.1. Open general membership to all Wilfrid Laurier University undergraduate students subject to the requirements of faculty-based clubs or other exemptions for faculty associations as determined by the (A)VP: Clubs & Associations.
  - 5.5.2. Add value to the Laurier community by serving a unique purpose or role not already available through an existing club on each campus.
  - 5.5.3. Establish an executive structure with a president and at least two (2) executive members, one of which must be responsible for club finances;
  - 5.5.4. Responsibly manage club finances;
    - 5.5.4.1. Clubs may exist without an allocated budget.
- 5.6. Newly ratified clubs seeking funds will be required to complete a budgeting process before commencing activities and in advance of incurring expenses.

## 6. ACTIVE STATUS

- 6.1. Active club status and funding is a privilege and not a right.
- 6.2. In order to maintain active status, clubs must:
  - 6.2.1. Run at least two (2) programmed events or activities during the academic year, with one (1) open to all Laurier undergraduate students (subject to certain exemptions by the (A)VP: Clubs & Associations);
  - 6.2.2. Adhere to the Finances and Budgeting guidelines as outlined in [Section 8](#).
- 6.3. Clubs seeking to remain active must complete the identified club renewal process by the identified deadline.

6.4. Any club that is not renewed and remains inactive for one full academic year will be considered dissolved.

## 7. MANAGING A CLUB OR ASSOCIATION

- 7.1. All clubs and faculty associations are subject to all policies and procedures of the Students' Union and Wilfrid Laurier University, and must obey all municipal bylaws, the laws of the Province of Ontario, and the laws of Canada.
- 7.2. No club or faculty association shall willfully misrepresent or slander the Students' Union or Wilfrid Laurier University.
- 7.3. Any club or association that requires, or plans to establish a formal advisory relationship with a Wilfrid Laurier University faculty or staff member, must complete a "Clubs & Associations Advisor Agreement" during club renewal once per year;
  - 7.3.1. The Clubs & Associations Advisor must be a Wilfrid Laurier University faculty or staff member;
  - 7.3.2. The Clubs & Associations Advisor is not a member of the club or faculty association, is ineligible for any compensation associated with the role, and is not the primary contact person for that group.
- 7.4. SU-based clubs will have limited access to storage for capital expenditures, subject to the approval of the (A)VP: Clubs & Associations;
  - 7.4.1. Items that may be granted storage space include those items that require significant capital investment (e.g. zap banners, electronics, etc.);
  - 7.4.2. All other club resources must be stored by club executives;
  - 7.4.3. Any items not properly stored in a plastic storage bin with a matching lid will be thrown out;
  - 7.4.4. Any items in storage not approved by the (A)VP: Clubs & Associations will be thrown out;
  - 7.4.5. Faculty associations must use their own dedicated storage space and provide access as available to faculty-based clubs.
- 7.5. **EVERY CLUB AND FACULTY ASSOCIATION MUST:**
  - 7.5.1. Adhere to the purpose and mandate as stated in their club or faculty association constitution.
  - 7.5.2. Reply within 48 hours to all correspondence from Clubs & Association Department staff and volunteers.
  - 7.5.3. Ensure they have proper representation at all required meetings, including attendance at all Clubs & Associations Executive Training and/or Presidents' meetings.
  - 7.5.4. Hold at least one (1) general meeting of their members per academic term.
  - 7.5.5. Obtain approval from the (A)VP: Clubs & Associations before using the Students' Union or Wilfrid Laurier University logos.
  - 7.5.6. Ensure all advertising and promotional materials adhere to the Laurier [Poster Regulations](#) and are approved by a designated Students' Union staff member and stamped by the Dean of Students' Office in Waterloo or

Brantford.

- 7.5.7. Ensure all published materials must clearly display the name of the club or faculty association, and the Students' Union logo.
- 7.5.8. Keep the Clubs Space organized and tidy.
- 7.5.9. Utilize allocated resources in a manner that ensures all funded activities are prudent, ethical, legal, and exclusively fund undergraduate students.
- 7.5.10. Report any travel outside of Ontario to the (A)VP: Clubs & Associations at least ninety (90) days prior to the planned departure date.

#### **7.6. EVERY SU-BASED AND FACULTY-BASED CLUB MUST:**

- 7.6.1. Maintain active status as outlined in [Section 6](#).
- 7.6.2. Maintain an up-to-date list of all members and executives, and their contact information.
  - 7.6.2.1. Membership list are required for Laurier Experience Record (LER) verification.

#### **7.7. CLUBS AND FACULTY ASSOCIATIONS ARE NOT PERMITTED TO:**

- 7.7.1. Conduct any activities that violate the regulations of the Alcohol Gaming Commission of Ontario. Examples include, but are not limited to:
  - 7.7.1.1. Gambling;
  - 7.7.1.2. Raffles;
  - 7.7.1.3. 50/50 draws.
- 7.7.2. Operate any type of commercial enterprise designed to generate profit.
- 7.7.3. Promote a position on any referendum question, or endorse any candidate running in Students' Union elections, or faculty/program association elections;
  - 7.7.3.1. Clubs and faculty associations are not permitted to use their access to space on campus, their club or faculty association resources, or any financial assets to support a referendum position or endorse a candidate running in Students' Union elections.
- 7.7.4. Budget allocated resources to purchase, or facilitate the purchase of, alcohol or alcohol paraphernalia; or smoking products as defined by Wilfrid Laurier University's [Smoke Free Policy \(7.8\)](#).
  - 7.7.4.1. Any use of club generated funds to purchase, or facilitate the purchase of, alcohol or alcohol paraphernalia must be approved in advance by the (A)VP: Clubs & Associations.

## **8. FINANCES AND BUDGETING**

- 8.1. Funding for clubs and faculty associations comes from the levy of the following non-tuition ancillary fees:
  - *Students' Union Campus Clubs fee;*



- *Undergraduate Faculty Association Fee for Academic & Career Support;*
  - *Undergraduate Faculty Association Fee for Social Programming;*
- 8.1.1. For more information on the government mandated non-tuition ancillary fee classification, please refer to [this Students' Union resource](#).
- 8.2. The Students' Union facilitates three sources of funding for use by clubs and faculty associations:
- Budgeted amount allocated by the Clubs & Associations Department to SU-based clubs;
  - Budgeted amount allocated by faculty associations to their faculty-based clubs;
  - Revenue generated by a club or faculty association for their own use, but managed by the Students' Union.

### 8.3. **ALL CLUBS AND FACULTY ASSOCIATIONS MUST:**

- 8.3.1. Use the Students' Union finance department to facilitate all financial exchanges and dealings.
- 8.3.1.1. All online sales (including event tickets) must be sold through the Students' Union U-Desk ticketing system, unless otherwise authorized by the VP: Clubs and Associations.
- 8.3.2. Adhere to the May 1<sup>st</sup> to April 30<sup>th</sup> fiscal year, to remain consistent with the Students' Union and Wilfrid Laurier University.
- 8.3.3. Hold all monies within a designated Students' Union registered bank account;
- 8.3.3.1. All clubs and faculty association will be provided three holding accounts: One for funding related to academic and career support activities; One for funding related to social programming activities; One to hold generated revenue.
- 8.3.4. Maintain up-to-date records of all club or association spending.
- 8.3.5. Receive prior approval from the (A)VP: Clubs and Associations to authorize direct invoicing (internal transfers) from Wilfrid Laurier University.

### 8.4. **THE BUDGET ALLOCATION PROCESS**

- 8.4.1. The budget allocation process occurs twice per academic year for Students' Union clubs, at the beginning of the fall and winter academic terms.
- 8.4.2. The budget allocation process for faculty-based clubs will be set by the respective faculty association.
- 8.4.3. No club or association is guaranteed a specific funding amount;
- 8.4.3.1. Budgeting may reflect spending or deficit trends from previous years.
- 8.4.4. Any club or association that requests an amendment to their budget must submit their appeal in writing to the (A)VP: Clubs & Associations within ten (10) business days upon receipt of the budget for departmental consideration.

### 8.5. **IN ORDER TO RECEIVE FUNDING, CLUBS MUST:**

- 8.5.1. Hold active status.
- 8.5.2. Be present at all mandatory Executive Training.
- 8.5.3. If required, submit a budget template by the stated deadline;
  - 8.5.3.1. Failure to do so may jeopardize the club's access to funding.
- 8.5.4. Adhere to all policies and procedures of the Students' Union and Wilfrid Laurier University, and obey all municipal bylaws, the laws of the Province of Ontario, and the laws of Canada.

## **8.6. USING FUNDS ALLOCATED BY THE STUDENTS' UNION OR A FACULTY ASSOCIATION**

- 8.6.1. Faculty associations must separate funding obtained through the *Undergraduate Faculty Association Fee for Academic & Career Support* from the *Undergraduate Faculty Association Fee for Social Programming* and use or distribute accordingly, in consultation with the VP: Clubs & Associations.
- 8.6.2. Clubs and faculty associations are prohibited from funding activities, equipment, or events that contribute to course credit requirements for undergraduate students.
- 8.6.3. Clubs and faculty associations must make all reasonable efforts to ensure expenses are paid at reasonable market value.
- 8.6.4. SU-based clubs are permitted to spend twenty-five (25) percent (up to \$150) of their budget on club member clothing;
- 8.6.5. Each SU-based club must budget for their own annual printing costs;
  - 8.6.5.1. No more than one hundred and fifty (150) dollars may be allocated for printing and copying services.
- 8.6.6. No more than two hundred and fifty (250) dollars may be allocated from the SU-based club budget for food and beverage expenses, unless approved by the (A)VP: Clubs & Associations.
- 8.6.7. Clubs and faculty associations are not permitted to purchase capital expenditures unless otherwise approved by the (A)VP: Clubs & Associations;
  - 8.6.7.1. Approved capital assets must be returned to the (A)VP: Clubs & Associations at the end of the academic year to ensure the proper transfer from year-to-year.
- 8.6.8. Clubs must not retain a surplus of funding provided by the Students' Union or their respective faculty association at the end of the academic year, unless previously approved by the (A)VP: Clubs & Associations and/or the faculty association president.

## **8.7. USING CLUB OR FACULTY-ASSOCIATION GENERATED REVENUE**

- 8.7.1. All generated revenue must be received by the Clubs & Associations Department within one (1) business day.
- 8.7.2. All clubs and faculty associations must ensure any items they offer for sale clearly state the profit margin and the intended purpose of the revenue generated.

- 8.7.3. If a club's mandate includes the donation of generated revenue at the end of the academic year, the donation expense portion of the budget must detail the projected amount of revenue to be donated;
  - 8.7.3.1. The projected revenue must be indicated on the revenue portion of the budget template.
- 8.7.4. The (A)VP: Clubs & Associations must approve any carry forward of surplus allocated budget funding or generated revenue by a club or faculty association;
  - 8.7.4.1. If a club remains inactive for a period of two (2) academic years, and continues to hold a balance of generated funds, this amount will be forfeited and reallocated at the discretion of the (A)VP: Clubs & Associations for another purpose, including but not limited to:
    - 8.7.4.1.1. A donation to a charity or non-profit organization that aligns with the defunct club or association's mandate;
    - 8.7.4.1.2. Allocation to the Club and Association Department's Special Events Fund;
    - 8.7.4.1.3. Allocation to another existing or newly registered club or association with a similar mandate to the defunct club or association;
    - 8.7.4.1.4. Used as a prize when clubs or associations participate in departmental events;
    - 8.7.4.1.5. Allocated towards shared resources needed in the Clubs & Associations Resource Centre.

## **8.8. EXPENDITURES**

- 8.8.1. Clubs and faculty associations must not spend more than is allocated to them from any of their sources of funding;
  - 8.8.1.1. Clubs and faculty associations will be required to reimburse any deficits accrued according to a repayment schedule developed in consultation with the (A)VP: Clubs & Associations;
    - 8.8.1.1.1. Failure to adhere to a required repayment schedule will jeopardize the club or association's active status;
  - 8.8.1.2. Deficits incurred on expenditures intended to be funded by generated revenue can only be repaid using generated revenue.
- 8.8.2. Clubs and faculty associations must request petty cash floats no later than a week ahead of when it is needed;
  - 8.8.2.1. All petty cash floats must be returned no later than one (1) business day after the event.
- 8.8.3. Clubs and faculty associations are permitted to use both allocated budget and club or faculty association generated funds to provide prizes, but must adhere to the following guidelines:
  - 8.8.3.1. Cash, or prizes redeemable in their full monetary value (e.g. OneCard or LORIS credit), are not an acceptable prize;
  - 8.8.3.2. Credit card issued monetary gift cards are not an acceptable prize;
  - 8.8.3.3. Alcohol, or any alcohol-related products are not acceptable prizes;

- 8.8.3.4. Smoking products as defined by Wilfrid Laurier University's [Smoke Free Policy \(7.8\)](#), are not an acceptable prize;
- 8.8.3.5. Drug paraphernalia is not an acceptable prize;
- 8.8.3.6. Prizes must not include any dangerous objects or substances as defined by the [Non-Academic Student Code of Conduct](#).
- 8.8.4. The Clubs & Associations Department reserves the right to critically review all club and faculty association budgets to ensure expenditures are consistent with this policy.
- 8.8.5. Any club or faculty association that has not spent any of its allocated budget funds by the beginning of the Winter term may be asked to provide a revised budget outlining its intended use for the remainder of the year;
  - 8.8.5.1. Failure to provide an adequate budget update may result in the loss of budgeted funds.

## 8.9. REIMBURSEMENTS

- 8.9.1. The Clubs & Associations Department must approve all expenses submitted for reimbursement.
- 8.9.2. All clubs and faculty associations must provide the Clubs & Associations Department with detailed receipts and/or proof of purchase for every expense, unless otherwise approved by the (A)VP: Clubs & Associations.
- 8.9.3. Reimbursement requests must be submitted within thirty (30) days of the expense purchase date;
  - 8.9.3.1. Failure to submit a reimbursement request within thirty (30) days will jeopardize a full reimbursement;
  - 8.9.3.2. Clubs or faculty associations that do not submit all of their reimbursement requests by the last day of classes of the Winter term, as stated in the Undergraduate Calendar, will not be reimbursed without prior authorization in writing from the (A)VP: Clubs & Associations.
- 8.9.4. Reimbursement requests require the signature of the club or faculty association president.
- 8.9.5. Only the student being reimbursed is allowed to receive the cheque or e-transfer from the Clubs & Associations Department;
  - 8.9.5.1. Students picking-up reimbursements from the Clubs & Associations Department must present a valid student card for identity verification;
    - 8.9.5.1.1. Exceptions to this rule can be made by the (A)VP: Clubs & Associations.
- 8.9.6. Club or faculty association representatives receiving reimbursements have from the date of issuance to the remainder of that current fiscal year plus one (1) additional fiscal year to redeem any outstanding cheques or petty cash reimbursements.

## 8.10. SPECIAL EVENT FUNDING

- 8.10.1. Special Event Funding is reserved for active SU-based clubs.
- 8.10.2. Special Event Funding is reserved for an event that does not generally occur on an annual basis, is open and accessible to all Wilfrid Laurier University students, and supports:

- 8.10.2.1. Events unique to Wilfrid Laurier University that academic year;
- 8.10.2.2. Events that enhance the educational or cultural experience of undergraduate students at Wilfrid Laurier University;
- 8.10.2.3. Events with a clearly identified focus and substantive plan of implementation.
- 8.10.3. Special Event Funding does not include event approval, each club remains obligated to complete the Clubs & Associations event approval process ([Section 9](#));
  - 8.10.3.1. Failure to obtain event approval will result in the revocation of Special Event Funding.
- 8.10.4. The Clubs & Associations Governance Committee will determine the distribution of Special Event Funding;
  - 8.10.4.1. The membership of the Governance Committee is as follows:
    - 8.10.4.1.1. Clubs & Associations Governance Coordinator;
    - 8.10.4.1.2. Two (2) Clubs & Associations Governance Volunteers.
- 8.10.5. The deadlines for Special Event Funding applications will be determined by the Clubs & Associations Governance Coordinator;
  - 8.10.5.1. Deadline dates will be announced at the discretion of the Clubs & Associations Department.
- 8.10.6. Special Event Funding applications will consist of two stages:
  - 8.10.6.1. First, a formal written application, including:
    - 8.10.6.1.1. General club information;
    - 8.10.6.1.2. Event details;
    - 8.10.6.1.3. Itemized event budget request;
    - 8.10.6.1.4. Disclosure of additional funding applied for, or obtained, from sources other than the Students' Union
  - 8.10.6.2. Following a successful written application, clubs will be asked to create and submit a two (2) minute video pitch recording;
    - 8.10.6.2.1. This video pitch will be evaluated by the Governance Committee, who will be looking for:
      - 8.10.6.2.1.1. Event details;
      - 8.10.6.2.1.2. Itinerary;
      - 8.10.6.2.1.3. Unique characteristics that differentiate it from other events;
      - 8.10.6.2.1.4. What additional funding is required;
      - 8.10.6.2.1.5. Impact on the Laurier community.

## 8.11. **GUIDELINES FOR THE USE OF SPECIAL EVENT FUNDING**

- 8.11.1. Travel awards are normally limited to five hundred dollars (\$500) per applicant.
- 8.11.2. Accommodation awards are usually limited to \$300 per applicant.
- 8.11.3. When travelling, meal funding is awarded at a maximum of \$10.00 per day for a maximum of five (5) days per applicant, for a total of fifty (50) dollars;
  - 8.11.3.1. For day-long events, meal or snack funding is awarded at the discretion of the Clubs & Associations Governance Committee;

- 8.11.3.2. Funding for guest speakers will be determined at the discretion of the Clubs & Associations Governance Committee;
- 8.11.3.3. SU-based clubs are obligated to acknowledge the contribution of Special Event Funding both during the event, and in all event advertising and communications;
- 8.11.3.4. Special Event Funding is not eligible to fund external charitable organizations, but may be used for events that increase awareness of philanthropic issues.
- 8.11.4. SU-based club representatives receiving reimbursements for Special Event Funding have until one (1) year after the end of the current academic year to pick-up their reimbursements.
- 8.11.5. Special Event Funding not utilized by the end of the current academic year will be forfeited back to the Students' Union.
- 8.11.6. Unsuccessful applicants to the Special Events Fund may appeal the decision;
  - 8.11.6.1. One formal appeal per application will be accepted;
  - 8.11.6.2. Appeals must be received by the (A)VP: Clubs & Associations within fifteen (15) days of the original Special Event fund decision;
  - 8.11.6.3. Appeals must indicate a basis for the application to be reconsidered.

## 9. EVENTS AND ACTIVITIES

- 9.1. All proposed events must be directly related to the purpose or mission of the club or faculty association as outlined in their approved constitution.
- 9.2. The Clubs & Associations Department recommends against the use of personal vehicles for travel;
  - 9.2.1.1. If another mode of transportation is unavailable, club members may use personal vehicles within the province of Ontario with the prior approval of the (A)VP: Clubs & Associations and the Director of Student Experience;
  - 9.2.1.2. If personal vehicle use is approved, club members (drivers and passengers) are required to sign waivers prior to any travel.
- 9.3. All clubs and faculty associations must submit proposed event requests at least three (3) weeks prior to the event date;
  - 9.3.1. Formal event approval decisions will be communicated by email.
- 9.4. Clubs and associations holding events that require a participant waiver are responsible for collecting the signed and completed forms and returning them to the (A)VP: Clubs & Associations five (5) business days prior to the event, unless previously authorized by the (A)VP: Clubs & Associations;
  - 9.4.1. Failure to provide the necessary event form(s) and participation waivers may result in the cancellation of the event, and the withdrawal of event funding;
- 9.5. The main emphasis of an event must not be the promotion or consumption of alcohol (e.g. brewery tour, pub crawl, etc.), or smoking products as defined by Wilfrid Laurier University's [Smoke Free Policy \(7.8\)](#);

- 9.5.1. Any approved events that are licensed must adhere to the regulations of the Alcohol Gaming Commission of Ontario.
- 9.6. If an event is being organized in conjunction with another club, faculty association, institution, or organization, the club or association must submit to the (A)VP: Clubs & Associations a detailed funding breakdown specific to each event partner.
- 9.7. If a club or faculty association requires a petty cash float for their event it is their responsibility to provide that request to the Clubs & Association Department at least one (1) week ahead of the event.

## **9.8. ON CAMPUS EVENTS**

- 9.8.1. On campus events are subject all Wilfrid Laurier University policies, including but not limited to:
  - 9.8.1.1. [Booking of University Space and Facilities \(4.10\)](#);
  - 9.8.1.2. [Prevention of Harassment and Discrimination \(6.1\)](#);
  - 9.8.1.3. [Animals of Campus \(7.2\)](#);
  - 9.8.1.4. [Workplace Violence Prevention Policy \(7.18\)](#);
  - 9.8.1.5. [Non-Academic Student Code of Conduct \(12.3\)](#);
  - 9.8.1.6. [Gendered and Sexual Violence Policy and Procedures \(12.4\)](#).
- 9.8.2. On campus licensed events can be held at Wilf's, the Turret, Veritas Cafe on the Waterloo campus or any other venue temporarily licensed by Wilfrid Laurier University;
  - 9.8.2.1. Licensed events must first be approved by the (A)VP: Clubs & Associations.
- 9.8.3. Clubs and faculty associations offering hospitality services at on campus events must observe the following:
  - 9.8.3.1. Students' Union Catering Services have first right of refusal in Brantford;
  - 9.8.3.2. Students' Union Catering Services have first right of refusal in the Fred Nichols Campus Centre;
  - 9.8.3.3. Veritas Café has first right of refusal in Veritas Café;
  - 9.8.3.4. Wilfrid Laurier University Food Services has first right of refusal for events held in Waterloo outside of the Fred Nichols Campus Centre.
- 9.8.4. Clubs and associations are responsible for ensuring that any event spaces used are left as they were found, with all clean-up completed immediately, unless otherwise authorized by the (A)VP: Clubs & Associations.

## **9.9. OFF CAMPUS EVENTS**

- 9.9.1. All off campus events and travel must be registered and approved by the (A)VP: Clubs & Associations.
- 9.9.2. Off campus events require the club or association to provide any and all required waivers or other forms at least five (5) business days prior to the event date.
- 9.9.3. Travel outside of Ontario is limited to Canada and the continental United States;



- 9.9.3.1. Travel to the continental United States requires the extension of the Students' Union general liability insurance coverage, at an additional cost to the travelling club that will be communicated by the Clubs & Associations Department.
  - 9.9.3.1.1. The Students' Union general liability insurance does not cover personal travel or emergency medical insurance, and each participant must provide proof of additional coverage prior to departure.
- 9.9.4. Travel outside of Ontario must be reported to the (A)VP: Clubs & Associations at least ninety (90) days prior to departure, and additionally:
  - 9.9.4.1. Club or association members intending to travel outside of Ontario must meet with the (A)VP: Clubs & Associations prior to the booking of travel (e.g. plane tickets) and accommodation;
  - 9.9.4.2. Club or association members must sign waivers and any other required forms three (3) weeks prior to departure;
  - 9.9.4.3. Clubs and associations may be required to complete training as defined by the (A)VP: Clubs & Associations prior to travel outside of Ontario.
- 9.9.5. Participation in off campus licensed events are limited to Wilfrid Laurier University students and their guests in a venue exclusive to the participants of that event.

## 10. PARTNERSHIPS AND CONTRACTS

- 10.1. 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;
  - 10.1.1. Clubs and faculty associations are not permitted to amalgamate with similar student groups from other institutions.
- 10.2. 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.
- 10.3. Clubs or faculty associations operating with the approved support of an external third-party organization are required to:
  - 10.3.1. Provide the (A)VP: Clubs & Associations with the contact information of their main liaison from the third-party affiliation;
  - 10.3.2. Provide documentation outlining the details of the partnership, including:
    - 10.3.2.1. Donation procedure;
    - 10.3.2.2. Naming and logo agreement;
    - 10.3.2.3. Any requirements for maintaining the third-party affiliation;
  - 10.3.3. Follow proper protocol for any money (e.g. donation, deposit, etc.) exchanged between a club account and any third-party affiliation.
- 10.4. All clubs and associations must seek approval from the (A)VP: Clubs & Associations prior to booking any university space for third-party usage;



- 10.4.1. All club and faculty association use of university space, including in conjunction with third-party affiliates, must adhere to Wilfrid Laurier University's [Booking of University Space and Facilities policy \(4.10\)](#).
- 10.5. If a third-party affiliation produces a conflict of interest, or leads to a violation of the Clubs & Associations Policy, the (A)VP: Clubs & Associations may terminate the partnership.
- 10.6. Clubs and faculty associations shall not sign contracts of any kind without the approval of the (A)VP: Clubs & Associations.
- 10.7. Individual volunteer activities on behalf of a third-party affiliate may be considered official activity of a club or faculty association at the discretion of the (A)VP: Clubs & Associations.

## 11. SPONSORSHIP PROGRAMS

- 11.1. Clubs and faculty associations are prohibited from soliciting monetary sponsorships or donations without the prior approval of the (A)VP: Clubs & Associations.
- 11.2. All clubs and faculty associations seeking sponsorships must first complete the *Clubs & Associations Department Sponsorship Agreement* form.
- 11.3. All clubs and faculty associations are eligible to pursue and receive sponsorship from third-party organizations for a specified event or initiative, in the form of a financial contribution or material goods;
  - 11.3.1. Sponsorship Agreements must clearly state the intended purpose or use of the sponsorship dollars;
  - 11.3.2. Clubs and faculty associations are not permitted to make reciprocal agreements that guarantee access to campus in order to obtain a sponsorship agreement without prior approval of the (A)VP Clubs & Associations;
  - 11.3.3. Sponsorship agreements are subject to all policies and procedures of the Students' Union and Wilfrid Laurier University, and must not contravene municipal bylaws, the laws of the Province of Ontario, or the laws of Canada.

## 12. DONATIONS

- 12.1. Clubs and faculty associations may make donations to registered charitable and non-profit organizations with the prior approval of the (A)VP: Clubs & Associations.
- 12.2. Clubs and faculty associations are only permitted to make donations with generated revenue funds;
  - 12.2.1. Clubs and faculty associations must include planned donations in their budget for the academic year.

- 12.3. Clubs and faculty associations are prohibited from soliciting mandatory donations as part of any activity or promotion.
- 12.4. All funds (donations) collected for the purpose of charitable giving must be submitted to the Club & Associations Department for deposit within one (1) business day of collection.

## 13. CONDUCT

- 13.1. All club and faculty association activities are subject to the Clubs & Associations policy, the [Student Code of Conduct: Academic Misconduct \(12.2\)](#), the [Non-Academic Student Code of Conduct \(12.3\)](#); the [Prevention of Harassment and Discrimination \(6.1\)](#) policy; the [Workplace Violence Prevention Policy \(7.18\)](#); the [Gendered and Sexual Violence Policy and Procedures \(12.4\)](#), and any other law or relevant Students' Union or Wilfrid Laurier University policies/guidelines;
  - 13.1.1. The Clubs & Associations conduct process acts independently of any other related conduct or legal investigations or proceedings.
- 13.2. Club and faculty association executives are ultimately responsible for the conduct of their members and may be subject to this conduct process for the actions of their members.
- 13.3. The failure to adhere to the Clubs and Association policy, the Club and Faculty Association Member Code of Conduct, or any other relevant policy or guideline, will result in conduct measures as outlined in [Appendix C](#).

### 13.4. **ALL PARTICIPANTS OF CLUBS AND FACULTY ASSOCIATIONS MUST:**

- 13.4.1. Be respectful of all Students' Union staff members and club or faculty association volunteers and members.
- 13.4.2. Act in a professional manner at all times while engaged in club activities and recognize that they are public representatives of Wilfrid Laurier University, the Students' Union, and the general student body.

### 13.5. **CLUB AND ASSOCIATION CONDUCT PROCESS:**

- 13.5.1. The (A)VP: Clubs & Associations, in consultation with the Director, Student Experience or Director, Brantford Operations, will determine the existence and severity of club or faculty association violations.
  - 13.5.1.1. Faculty Associations will work with the VP: Clubs & Associations to coordinate conduct related to faculty-based clubs.

### 13.5.2. **LEVEL ONE VIOLATIONS**

- 13.5.2.1. Examples include, but are not limited to:
  - 13.5.2.1.1. Failure to submit mandatory documents;
  - 13.5.2.1.2. Failure to attend mandatory meetings;
  - 13.5.2.1.3. Failure to respond to emails within forty-eight (48) hours.
- 13.5.2.2. A Level One violation will result in:

13.5.2.2.1. A meeting with the (A)VP: Clubs & Associations, the club or faculty association president, the club member in question, and any other representatives deemed necessary, and will be documented and remain on file for a minimum of three (3) years.

### 13.5.3. LEVEL TWO VIOLATIONS

13.5.3.1. Examples include, but are not limited to:

13.5.3.1.1. Failure to report off-campus events;

13.5.3.1.2. Failure to complete required waiver forms;

13.5.3.1.3. Verbal abuse;

13.5.3.1.4. Mismanagement of club funds, including holding an overdraft balance in either club account.

13.5.3.2. A Level Two violation may result in:

13.5.3.2.1. A meeting with: the (A)VP: Clubs & Associations; the Director of Student Experience or Director, Brantford Operations; the club or faculty association president; the club member in question; and any other representatives deemed necessary. This meeting will be documented and remain on file for a minimum of three (3) years;

13.5.3.2.2. A sanction applied to the club or association's status;

13.5.3.2.3. Suspension for up to a maximum of one full academic year.

### 13.5.4. LEVEL THREE VIOLATIONS

13.5.4.1. Examples include, but are not limited to:

13.5.4.1.1. Knowingly running events in contravention of the Clubs & Associations Policy;

13.5.4.1.2. Holding an off-campus bank account;

13.5.4.1.3. Submitting fraudulent finance information;

13.5.4.1.4. Withholding club funds.

13.5.4.2. A Level Three violation may result in:

13.5.4.2.1. A meeting with: the (A)VP: Clubs & Associations; the Director of Student Experience or Director, Brantford Operations; the club or faculty association president; the club member in question; and any other representatives deemed necessary. This meeting will be documented and remain on file for a minimum of three (3) years;

13.5.4.2.2. A review of club status, potentially resulting in the revocation of active status;

13.5.4.2.3. The removal of a club president, executive(s), and/or member(s).

### 13.6. APPEALS PROCESS:

13.6.1. Any club or faculty association wishing to appeal a violation can appeal to the Governance Committee;

13.6.1.1. Governance Committee hearings will be structured at the discretion of the VP: Clubs & Associations.

## 14. RELATED POLICIES, PROCEDURES, AND DOCUMENTS

- **Wilfrid Laurier University Students' Union**
  - *Clubs & Associations Policy*
  - *Stale Cheque and Petty Cash Letter Policy*
  - *Club and Faculty Association Payment Method Policy*
  - *Risk Management Policy*
- **Wilfrid Laurier University**
  - [\*Booking of University Space and Facilities policy \(4.10\)\*](#)
  - [\*Prevention of Harassment and Discrimination \(6.1\)\*](#)
  - [\*Animals on Campus \(7.2\)\*](#)
  - [\*Workplace Violence Prevention Policy \(7.18\);\*](#)
  - [\*Student Code of Conduct and Discipline \(12.2\)\*](#)
  - [\*Student Non-Academic Code of Conduct \(12.3\)\*](#)
  - [\*Gendered and Sexual Violence Policy and Procedures \(12.4\)\*](#)

## DEFINITIONS

**Academic term:** The Fall, Winter, or Spring/Summer semesters as defined by the Wilfrid Laurier University Undergraduate Academic Calendar.

**Club(s):** References to a “club” or “clubs” indicate guidelines that are inclusive of both Students’ Union clubs and faculty-based clubs.

**Faculty Association:** A group that collects a dedicated student levy to fund discipline-specific initiatives and operations, including Faculty-based clubs.

**Faculty-based club:** A discipline-specific sub-group of Faculty Associations.

**Laurier Experience Record:** A comprehensive student record of involvement in curricular and co-curricular experiential learning at Laurier.

**SU-based Club:** A club funded by the Students’ Union Campus Clubs fee that provides opportunities for groups to form around common interests, including recreation, social justice, mental health, entrepreneurship, and personal faith.

**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.

# APPENDIX A

## CLUB CONTINUATION AND TRANSITION

1. Clubs in good standing that wish to maintain active status must follow the procedures outlined in [Section 6](#).
2. All clubs that maintain active status must complete the following transition procedures:
  - a. Outgoing club presidents and executives are required to meet with the incoming team at least twice.
    - i. One of these transition meetings must be reserved for reviewing the Executives' Transition Report.
    - ii. One of these transition meetings must include review of the Clubs & Associations Policy and Procedures Manual.
  - b. A comprehensive folder of club documents must be provided to the incoming team and must include:
    - i. The club constitution;
    - ii. Complete membership list;
    - iii. Copies of the club or association's last three (3) budgets if active status has been maintained for that period.

## APPENDIX B

### SOCIAL MEDIA USAGE

1. All use of social media by clubs and faculty associations is subject to the Clubs & Associations policy, the [Student Code of Conduct: Academic Misconduct \(12.2\)](#), the [Non-Academic Student Code of Conduct \(12.3\)](#); the [Prevention of Harassment and Discrimination \(6.1\)](#) policy; the [Workplace Violence Prevention Policy \(7.18\)](#); the [Gendered and Sexual Violence Policy and Procedures \(12.4\)](#), and any other relevant Students' Union or Wilfrid Laurier University policies and guidelines.
2. Clubs and faculty associations are encouraged to focus their social media activity in a manner that supports their purpose and mission statement.
3. The (A)VP: Clubs & Associations reserves the right to direct that any club or faculty association remove content from social media feeds that is deemed unacceptable and in violation of the above policies or this procedural manual.
4. All clubs and faculty associations must refrain from:
  - a. Posting content that is inaccurate, graphic, hostile, threatening, abusive, or discriminatory in any way.
    - i. The (A)VP: Clubs & Associations, with the assistance of the Director, Student Experience and the Director, Brantford Operations, will determine if social media content violates this policy;
    - ii. Advertising or promoting any illegal activity;
    - iii. Not use without authorization the name or logo of Wilfrid Laurier University, including the "Hawk."
5. Clubs and faculty associations utilizing the Students' Union and Clubs & Associations Department social media feeds must ensure that:
  - a. All content is accurate and provides accurate detail;
  - b. All materials are provided to (A)VP: Clubs & Associations with a minimum of forty-eight (48) hours' notice.

## APPENDIX C

### CLUB AND FACULTY ASSOCIATION MEMBER CODE OF CONDUCT

1. Clubs & Associations acknowledges the mitigating or aggravating factors that necessitate conduct procedures, including but not limited to:
  - 1.1. Whether or not the problem has arisen as an intentional action/inaction on the part of the member;
  - 1.2. Whether or not the member accepts responsibility for their actions;
  - 1.3. Whether or not the problem is recurring;
  - 1.4. The prior participation and engagement of the member.
2. Anyone who witnesses a Students' Union club or faculty association member exhibit or partake in an unprofessional or disreputable behaviour are required to fill out a Students' Union Incident Report form and deliver it to the (Associate) Vice President [(A)VP]: Finance & Administration.
3. Clubs & Associations shall endeavour to determine an accurate account of the actions and circumstances leading up to an identified problem before proceeding with conduct procedures under the direction of the VP: Clubs & Associations, with support from the Director, Student Experience and/or the Director, Brantford Operations.
4. Clubs & Associations will keep a confidential record of any and all conduct procedures for a period of seven (7) years.
5. At the discretion of the VP: Clubs & Associations, conduct procedures may be commenced under the following circumstances:
  - 5.1. **Harassment or discrimination:** Any action or activity that constitutes discrimination as defined by the [Ontario Human Rights Code](#), or contravenes Students' Union or Wilfrid Laurier University policies, including but not limited to:
    - 5.1.1. [Prevention of Harassment and Discrimination \(6.1\)](#)
    - 5.1.2. [Workplace Violence Prevention Policy \(7.14\)](#)
    - 5.1.3. [Non-Academic Student Code of Conduct \(12.3\)](#)
    - 5.1.4. [Gendered and Sexual Violence Policy and Procedures \(12.4\)](#)
  - 5.2. **Misconduct:** An action that is contrary to the efficiency and safety of the member activities.
  - 5.3. **Negligence:** Knowingly neglecting a duty that results in unacceptable situation, including but not limited to role performance, general misconduct, or unwittingly putting other members at risk of physical or emotional harm.
6. Any harassment, discrimination, misconduct, or negligence observed by a supervisor may result in the following outcomes:
  - 6.1.1. Coaching conversation;
  - 6.1.2. Writing warning;
  - 6.1.3. Probation period;
  - 6.1.4. Dismissal from the relevant club or faculty association.