

## **CLUBS & ASSOCIATIONS POLICY**

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

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

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

**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*

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### **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 club:** The Students’ Union Campus Clubs fee funds opportunities for groups to form around common interests, including recreation, 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 the *Students' Union Campus Clubs fee*.

- 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 their respective *Undergraduate Faculty Association Fee for Social Programming*.
- 4.3. 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.
  - 4.3.1. New club applications are accepted during two club application periods, as specified by the Vice-President: Clubs & Associations ahead of the Fall and Winter terms.
- 4.4. Clubs must maintain "active status" as defined and outlined by the *Clubs & Associations Procedures Manual*.
- 4.5. 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.
- 4.6. Faculty-based club memberships must include a majority (50% plus one) of students from that faculty
  - 4.6.1. 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*.
- 4.7. 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;
  - 4.7.1. An exception may be considered for students registered in double degree programs.
- 4.8. 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.
- 4.9. Clubs and faculty associations must submit an event request form at least three (3) weeks prior to the event date.
- 4.10. 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.
- 4.11. 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.
- 4.12. 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.
- 4.13. All clubs and faculty associations seeking sponsorships must first complete the *Clubs & Associations Department Sponsorship Agreement* form.
- 4.14. All clubs and faculty associations must abide by the *Clubs and Associations Procedures*

WILFRID LAURIER UNIVERSITY



*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.