

NAME OF CLUB: DSU _____

In order to be considered for club status by the Board of Directors, please submit the following items in your completed club package :

- Club Constitution Form**
This outlines the purpose, type and democratic structure of the club.
- Club Fair**
Reserve your club's space at one or both of the two clubs fairs this fall. The Club Fair Registration form must be submitted to the DSU Club Coordinator by **Friday September 10th at 4pm .**
- Executive List**
Please supply a full list of those members running the club. Some clubs hold elections in the fall semester, and if this is the case for your club, an updated list can be submitted after your election. All club executives must be Douglas Students' Union members. Please use your Douglas College email.
- Liability Disclaimer**
Please ensure this form is filled out and signed by club executives who are 19 years or older. All club executives must be Douglas Students' Union members. Please use your Douglas College email.
- Signing Officers Form**
This is required each year whether the signing officers have changed or not. Please refer to the Club Policy in your package for requirements of Signing Officers. All club signing officers must be Douglas Students' Union members. Please use your Douglas College email.
- Club Description**
Clubs must email a description of the club, up to 100 words, to the DSU Club Coordinator. This description will be posted on the Students' Union website and App. Please include the club name as well as your club's website address (if applicable).
- Membership List**
This should be a full club membership list with a minimum of fifteen members (thirty for academic and course unions). 90% of the membership must be Douglas students (95% for Academic/Course Unions). Please email the DSU Club Coordinator if you would like to submit a virtual membership list instead of the one included in this registration package.
- Individual Club Member Waiver Forms**
Individual Member Waivers are only for clubs in the Sport/Recreation category. Please ensure waiver forms are filled out and signed by every member in the club.
- Website Content Form**
This is required for each club. Anything listed on this form will be posted and available for students on the Douglas Students' Union Website. Please include a logo for the website (if applicable).

DATE SUBMITTED: _____

If you have any questions, please contact clubs@thedsu.ca

COMPLETED CLUB PACKAGES ARE DUE BY 4:00PM ON FRIDAY OCTOBER 1, 2021.

NAME OF CLUB: DSU _____

Are you applying to be a **NEW** club or **RENEWING** your existing club? (Please circle).

Club Type

Please identify which type/category of club you are registering.

- | | |
|--|---|
| <input type="checkbox"/> GENERAL INTEREST | <input type="checkbox"/> ACADEMIC/COURSE UNION |
| <input type="checkbox"/> PARTISAN/RELIGIOUS | <input type="checkbox"/> GRAD ASSOCIATION |
| <input type="checkbox"/> SPORT/RECREATIONAL | |

Club Purpose

List the various different purposes of your club (minimum 3, maximum 5).

1. _____

2. _____

3. _____

4. _____

5. _____

Club Oversight

Each club is run by an executive elected by club members. Executives need at least three members.

How many executive members does your club have? _____

Club Financials

Is your club affiliated with an external organization? _____

Does your club have an external bank account or registered GST account? _____

Club Registration Periods

The Club is applying to be active for the Fall 2021, Winter 2022 and Summer 2022 semesters.

Yes _____ No _____

All clubs must renew in September.

Which Campus is your club based out of?

New Westminster Coquitlam Both

Email Address For Distribution

The DSU will provide you with an official club email. Please fill in what you would like your club email address for the DSU website & DS App to be: _____@thedsu.ca.

NAME OF CLUB: DSU _____

Each club must have a minimum of 3 club executive positions. These positions can be named at the discretion of the club (ex: President, Vice-President, Treasurer). Three (3) of the club executives must also be signing officers. The contact name under "Executive Position #1" will act as the main contact and liaison for the club. **Please use your Douglas College email address.**

EXECUTIVE POSITION #1 (*CLUB MAIN CONTACT)

Name:	Student Number:
Douglas College Email Address:	Phone:
	Position: *

EXECUTIVE POSITION #2

Name:	Student Number:
Douglas College Email Address:	Phone:
	Position:

EXECUTIVE POSITION #3

Name:	Student Number:
Douglas College Email Address:	Phone:
	Position: *

EXECUTIVE POSITION #4

Name:	Student Number:
Douglas College Email Address:	Phone:
	Position: *

EXECUTIVE POSITION #5

Name:	Student Number:
Douglas College Email Address:	Phone:
	Position: *

NAME OF CLUB: DSU

Club fairs are an excellent opportunity to showcase your club or course union to students. You can promote events, gather support on campaigns and activities, and recruit new members. Each club will be allocated at least half of a 6 foot folding table and you can advertise and promote your club however you'd like with your space. Be creative and remember you are trying to stand out among all the other clubs.

A few suggestions: club banner, posters, pictures from past events, plans for this year, and club info (mission/purpose, contact info).

There will be two club fairs, one for each campus. You can sign up to either or both.

	COQUITLAM CAMPUS	NEW WESTMINSTER CAMPUS
WHERE	AB Atrium	The Concourse
WHEN	Wednesday September 15th 10am to 2pm	Thursday September 16th 10am to 2pm

Please fill out the bottom portion of this page and return it to the Students' Union office by Friday September 10th at 4:00pm.

Keep the top portion of this page as a reminder for those in your club who will be staffing your table. Please note that your table must be staffed by a student club member at all times. It cannot be a club member who is not a student.



CLUB NAME _____

CLUB CONTACT _____

CONTACT EMAIL _____

CONTACT PHONE NUMBER _____

CAMPUS CHOICE: Coquitlam New Westminister Both

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR CLUBS TABLE _____

ANY SPECIAL REQUESTS? (AV, POWER) _____

NAME OF CLUB: DSU _____

In order to have your club listed on the website, please fill out the following information.

Preferred Club Email: _____@thedsu.ca

Club Social Media: _____

Club goals for the year: _____

Past events your club has hosted: (if you are a new club, you can leave blank)

Activities/Events you have planned for the year: _____

List of Club Executives:

Name:

Position:

_____	_____
_____	_____
_____	_____

Club Logo: Club can submit a logo for their club. If you do not have a logo yet, the DSU logo will be used as a place holder. Logo size must be 500 pixels X 500 pixels. Club logo can be send to clubs@thedsu.ca.

Club Photos: Your club page on the website can have up to 4 photos posted. if you have photos of your club or previous events, please send them to clubs@thedsu.ca.

NAME OF CLUB: DSU _____

Each Club must appoint **3 (three) executives** to act as signing officers. The signature of signing officers is required to authorize expenditures and execute other directives of the Executive. All signing officers and club executive members must be current DSU members and Douglas College students.

SIGNING OFFICER #1

Name:	Position:
.....
Email:	Signature:
.....
Phone:	
.....	

SIGNING OFFICER #2

Name:	Position:
.....
Email:	Signature:
.....
Phone:	
.....	

SIGNING OFFICER #3

Name:	Position:
.....
Email:	Signature:
.....
Phone:	
.....	

NAME OF CLUB: DSU _____

_____ (the Club) acknowledges that as a Students' Union Club as defined by Students' Union Policy, the Club is solely responsible for the Club's fiscal management. The Club acknowledges that the Students' Union, its officers, employees, Board members and agents, are not responsible or liable for the Club's fiscal management, including any contractual commitment, expense, loss or damage incurred or caused by the Club, its purported officers, Club Executive members, employees, agents or independent contractors.

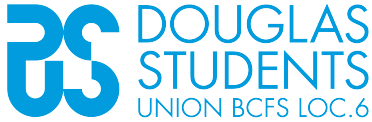
In consideration of being allowed to operate as a Students' Union Club, in accordance with Students' Union rules, standing orders and policies, the Club hereby releases and agrees to indemnify the Students' Union, its officers, employees, Board members and agents from all claims and liability in respect of its fiscal management, including any contractual commitment, expense, loss or damage howsoever incurred or caused by the Club, its purported officers, Club Executive members, employees, agents or independent contractors.

SPORT/RECREATION CLUBS MUST ALSO HAVE INDIVIDUAL CLUB MEMBERS SIGN A SEPARATE WAIVER FORM. PLEASE CONTACT CLUBS@THEDSU.CA IF YOU FALL UNDER THE SPORT/RECREATION CLUB CATEGORY.

Two executives of the Club must sign below (both must be 19 years of age or older) to acknowledge the club accepts these rules.

FOR THE CLUB	
_____	_____
Print Name	Signature - leave blank until sent out for signing.
_____	_____
Position with the Club	Date
_____	_____
Print Name	Signature - leave blank until sent out for signing.
_____	_____
Position with the Club	Date

FOR THE DSU	
_____	_____
Print Name	Signature
_____	_____
Position	Date



DSU CLUB WAIVER

RELEASE OF LIABILITY, WAIVER OF CLAIMS,
ASSUMPTION OF RISKS AND INDEMNITY AGREEMENT
BY SIGNING THIS DOCUMENT YOU WILL WAIVE CERTAIN
LEGAL RIGHTS, INCLUDING THE RIGHT TO SUE
PLEASE READ CAREFULLY!

Full Name of Participant: _____ Preferred Name: _____

Email Address: _____

Student #: _____ Phone #: : _____

I acknowledge that I am participating in an activity and it is physically and mentally challenging. In consideration of my participation in this activity while a club member or guest, I hereby acknowledge that I am aware of the risks and hazards associated with or related to this practice. The risk and hazards of the DSU _____ Club include but are not limited to:

- Injuries from executing strenuous and demanding physical techniques;
- Injuries from collisions with walls and equipment;
- Injuries resulting from failure to properly use any piece of equipment or from the mechanical failure of any piece of equipment;
- Spinal cord injuries which may render me permanently paralyzed;
- Injuries resulting from vigorous physical exertion and strenuous cardiovascular workouts;
- Injuries from engaging in mixed martial arts
- Injuries from exerting and stretching various muscle groups; and

Furthermore, I am aware:

- That injuries sustained by doing the club activities can be severe;
- That I may experience anxiety while challenging myself during the activity;
- That my risk of injury is reduced if I follow all rules established for participation; and
- That my risk of injury increases as I become fatigued.

I acknowledge that I am participating voluntarily in this activity. I agree that there are risks in participating in DSU club activities as described above and by participating; I am exposed to these risks and hazards. I agree to accept them and be responsible for any injury or other loss, which I might receive while participating.

As a result, I hereby release Douglas College, Douglas Students' Union and the DSU Board of Directors, administration, officers, supervisors, and other employees, as well as fellow participants from all liability for any loss, damage, injury or expense that I may suffer as a result of my participation in DSU club activities while a club member or guest. It is understood that this release will apply to any cause of action whatsoever that I may have against the DC/DSU parties, or any of them, including any cause based on negligence, breach of contract or breach of any duty of care.

I acknowledge my responsibility to ensure that I have adequate medical, personal health, dental and accident insurance coverage as well as insurance coverage for my personal possessions and release the DC/DSU parties, or any of them, from any claims that I may have in respect thereof.

I agree as a participant in the DSU _____ Club at Douglas College to adhere to the guidelines for use of any Douglas College or Douglas Students' Union space.

I have read and understood the terms and conditions of this agreement and I am signing it voluntarily and I agree to abide by its terms.

Signature of Participant

Date

NAME OF CLUB: DSU _____

CLUB INFO:

Club Contact: _____ Phone #: _____

Position: _____ Student #: _____

Email: _____

Budget Request forms will be due within **two (2) weeks after the scheduled Clubs Council meeting**. Approval of specific disbursements of club grants will be as per the items on the club's approved budget request forms and as agreed to by the Board of Directors. Please review the Clubs Policy prior to completing this form. If you have questions about your clubs budget, please email clubs@thedsu.ca.

EXPENSES:

DESCRIPTION OF EXPENSE	COST
TOTAL REQUESTED:	\$

OFFICE USE ONLY:

Reviewed by: _____ Amount granted: _____

Committee Responsibility:	Budget and Operations Committee	Adopted:	February 2011
Procedure:	-	Last Amended:	August 2021

PREAMBLE

Clubs are designed to enhance the post-secondary education experience by offering students the opportunity to pursue their learning through extra-curricular activities. Clubs are intended to foster a positive environment for students to express themselves and to join in activities within the diverse community of Douglas College students. Clubs are voluntary organizations formed by members of the College community and are a traditional part of campus life, contributing in a significant way to its intellectual, political, social and cultural diversity.

Clubs and course unions are sub-organizations of the Students' Union and as such, exist at the behest of the Students' Union. Clubs must adhere to this and other policies and procedures of the Students' Union and of Douglas College, the Douglas Students' Union Communicable Disease Safety Plan and the Douglas College Communicable Disease Safety Plan and such directives as may be resolved by the students' union's board of directors or membership.

While all requests by clubs for recognition and funding will be considered, the Students' Union reserves the right to deny recognition and funding for any reason, within its sole discretion.

STATEMENT

1. DEFINITIONS

Board: The Board of Directors of the Students' Union.

Committee: The Budget and Operations Committee of the Students' Union.

Club Registration Package: An information package, submitted by clubs when they are chartered and each September thereafter, which contains a list of active members, and a list of current club executive members.

Academic/Fiscal Year: References to "year" in this policy will mean the academic and fiscal year, which begins each September 1, and concludes on August 31 of the following calendar year.

Director of Finance: References to the Director of Finance shall mean the Students'

Union's Board member responsible for Clubs or their designate.

Club Coordinator: References to the Students' Union staff member responsible for overseeing and supporting the Clubs Program.

2. CATEGORIES

There shall be Five (5) categories of clubs, as follows:

Religion/Partisan: clubs organized to support and participate in an established religions structure or political party, or those organized to achieve a political or religious goal, and not affiliated with a specific political party.

Sport/Recreation: Clubs organized to facilitate participation in a sporting or recreational activity that involves physical exertion.

Academic: clubs formed to represent and organize on behalf of students in a particular Douglas College program or faculty. These clubs may identify themselves as course unions.

Grad Association: club formed to create an association of classmates in a certain course union who also share the same graduation date and may also be raising funds for their graduation event.

General Interest: clubs organized around a particular interest or activity that does not require physical exertion.

3. REQUIREMENTS FOR CLUB CHARTER

3.1 Application for Active Status

To apply for active status, a club must complete the following:

- a. Complete and submit a Club Registration Package for approval by the Board by the last Thursday of September (Fall ratification) or January (Winter ratification).
- b. Fulfill a role and purpose not already fulfilled by an existing club.
- c. Have their constitution, which must be in compliance with this Policy, approved by the Board.
- d. Have one (1) of their executives attend a meeting of the Club Council, which occurs the 1st Friday after club ratification.

3.2 Maintenance and Loss of Active Status

- a. A club that has submitted a Club Application Package in the current year, and has been ratified by the Board will be considered active until the end of that year.
- b. Previously active clubs that fail to submit a Club Application Package

following the start of a new year will be considered inactive.

- c. Those clubs that remain inactive for the duration of two consecutive years may be deemed abandoned, and lose their charter by resolution of the Board.

3.3 Membership Regulations

- a. Sport/Recreation, General Interest and Religious/Partisan clubs must be open to all students' union members and therefore, must allow any interested member to join. Academic and Grad Association clubs may restrict membership to those students' union members in the particular program, department or faculty around which the course union is being organized.
- b. Sport/Recreation, General Interest and Religious/Partisan clubs shall maintain a list of not less than fifteen (15) active members of whom ninety percent (90%) must be Students' Union members. Academic clubs and Grad Associations shall maintain a list of not less than thirty (30) active members of whom ninety-five percent (95%) must be Students' Union members. Non-Students' Union members may include Douglas College alumni, faculty, staff or members of the community.
- c. To be considered a club member, an individual must sign the membership list form. Per Article 3.6 below, for Sport/Recreation clubs and certain other clubs, an individual seeking to be a member of the club must also sign a liability waiver indemnifying the Students' Union and Douglas College from any injury arising from the Club's activities.

3.4 Club Governance Requirements

All clubs shall be governed democratically by an executive committee that is drawn from, and responsible to, the club membership. Club executives shall have the ability to govern the affairs of their club, subject to the following:

- a. Club executive committees shall have no fewer than three members elected by the club membership, and shall meet no fewer than once per month for each month between September and April. Clubs executive positions shall be elected at least once per year, or more frequently subject to a club's bylaws.
- b. All club executive members must be members of the Students' Union.
- c. Each club executive is responsible for ensuring that the club operates democratically in accordance with the club's constitution, the bylaws of the Students' Union, the policies of Douglas College, the relevant health and safety plans, and the relevant laws of the federal, provincial and municipal government. Academic clubs and Grad Associations shall maintain a set of bylaws and may either develop their own unique set of bylaws or choose to use the Default Constitution provided in the Club Registration Package.
- d. Members of the club executive shall bear joint and several liability for

damages arising for the actions of the club where such actions are in violation of this policy, the bylaws of the Students' Union, the policies of Douglas College or any other law or regulation of the jurisdiction in which the actions took place.

- e. Members of the club executive are responsible for avoiding, and when unavoidable, disclosing any conflicts of interest that may arise in relation to a club executive member's duty of care to the club and some other duty or interest. Where such conflicts exists, a club executive member must take appropriate action to abstain from participating in any decision on, or discussion of, a matter in which their interests are conflicted.

3.5 Club Legal Status

Clubs of the Students' Union are not legal entities, and exist as informal sub-entities of the Students' Union. Clubs may not enter contracts or incur debt, nor can they bind the Students' Union to a contract or debt. Clubs do not have the authority to, and thus must not, apply for a liquor license or a gaming license.

3.6 Exclusions and Restrictions

Douglas College maintains a risk assessment tool that categorizes activities as either low, moderate, high, or extreme risk. The Students' Union shall use this risk assessment tool in assessing exclusions and restrictions to club status and club activities. Clubs whose purpose is to engage in activities defined by the risk assessment tool as extreme risk shall not be ratified, and no club may engage in an activity that would qualify as extreme risk under the risk assessment tool.

Douglas College maintains a Minors on Campus policy that governs minors involvement with activities and programs on campus. Minors are defined as individuals under the age of 19. Minors enrolled as students may take part in all College activities and activities held on Douglas College campuses. Minors not enrolled in Douglas College are restricted from being members of Douglas Students' Union clubs and restricted from taking part in club activities.

All clubs with a purpose defined as high or moderate risk shall be required to have all members sign a liability waiver indemnifying the Students' Union and College from any injuries arising from a club's activities. Any club wishing to undertake an activity that qualifies as moderate or high risk shall be required to get the express permission of the Students' Union prior to undertaking that activity.

The Douglas Students' Union and Douglas College maintain Communicable Disease Safety Plans that outline safety requirements for the Douglas College community. All clubs must read and understand the safety plans.

They must agree to follow the guidelines during all club activities while maintaining social distancing measures.

4. CLUB RESOURCES

4.1 Office Services

Active clubs will be provided access to the office services listed below at rates equal to those charged to members:

- a. printing and photocopying;
- b. banner printing;
- c. button making;
- d. digital storage (via Microsoft OneDrive)

4.2 Space Use

Active clubs will be provided the ability to book space for meetings, events and other gatherings in the Students' Union Building, and where made available by the College, in spaces owned, operated or controlled by Douglas College. Clubs may also book space for tables or kiosks in the Coquitlam Campus atriums and the Concourse of the New Westminster Campus, subject to availability and any rules, regulations, safety plans, or policies of Douglas College.

4.3 Sign Language Interpretation

Active clubs may receive assistance from the Students' Union in securing sign language interpretation for their events or meetings.

4.4 Digital Services

All clubs shall be listed club on the Students' Union's website, and shall have access to information, services and communication through the Students' Union's online club portal. All clubs will also be provided with an official DSU club email address. Clubs shall also have access to Virtual/Digital meeting and communication platforms (ex: Zoom & Slack)

4.5 Equipment Rentals

Active clubs will be provided access to the equipment listed on the DSU Equipment Rental form. Equipment rentals must be pre-approved by the Club coordinator at least 3 business days prior to the request date. Rental Requests can be for up to 48 hours at a time, or as approved by the Club Coordinator. All equipment will be sanitized before use and must be properly sanitized before returning to the DSU.

5. FUNDING AND FINANCIAL MANAGEMENT

Clubs receive funding in three ways: basic annual club grants and budget allocations from the Students' Union, and fundraising. Each club will be granted two accounts with the Students' Union: one to maintain and draw expenses from budget allocations from the Students' Union, and a second account for fundraised money held in trust.

5.1 Basic Annual Club Grant

Each year, upon being granted active club status, a club becomes eligible for a basic annual club grant from the Students' Union of one hundred dollars (\$100). The basic annual club grant is meant to aid the club in basic operations as it establishes its plan or activities for the year ahead.

5.2 Club Budget Allocations

- a. Clubs become eligible for budget allocations from the Students' Union each year upon being granted active status. Club Budget Request Forms will be available as part of the Club Registration Package, and must be completed and submitted on a timeline prescribed by the Board. The Form provides each club space to describe their plans for the coming year, and the associated cost of each initiative.
- b. Budget Request forms will be due within two (2) weeks after the scheduled Clubs Council meeting.
- c. Funding for the club beyond the Basic Annual Club Grant is based on a club's budget request proposal. The following maximum funding allocations apply to each category of club respectively:
 - The maximum budget allocation for General Interest, Sport/Recreation, Partisan/Religious, and Academic Clubs shall be \$500 per year.
 - The maximum budget allocation for a Grad Association shall be \$500 per year, and \$1000 in total budget allocation over the life of the Association.
- d. In recognition that most clubs apply for active status in the fall semester, 75% of available club funds will be allocated to fund clubs seeking funding in the fall semester, and 25% of funds allocated to clubs seeking funding in the winter semester.

5.3 Club Budget Accounts

Each club shall be granted a Budget Account that shall contain a club's annual basic grants and budget allocation, as well as any other funds that may be donated or supplied by the Students' Union. The following terms shall apply to funds held in budget accounts:

- a. Budget Account funds may only be used for expenditures designed to advertise the club to Students' Union members, expenses associate with

conducting the club's meetings, locker rental costs, and for such other expenses note in a club's accepted Budget Request Form.

- b. No funds shall be expended from a Club budget account without appropriate documentation.
- c. At the end of each fiscal year, all unspent funds in a club's budget account shall be returned to the Club Fund's general account.
- d. Budget account funds may not be used to make a donation to a third-party organization, except as may be approved by the Committee.

5.4 Fundraising

Clubs are encouraged to raise additional funds beyond their basic annual club grant and budget allocation, and may participate in fundraising activities or seek sponsorships for events and activities. Clubs may not undertake commercial operations, nor any forms of gaming (raffles, 50/50 draws, etc). Funds raised by clubs shall be held in trust by the Students' Union. Clubs may receive in-kind donations of services, but may not accept capital items without the consent of the Committee.

5.4 Club Trust Accounts

Each club shall be granted a Trust Account that shall contain any other funds raised independently by the club. The following restrictions apply to funds held in trust accounts:

- a. No funds shall be expended from a club trust account without appropriate documentation.
- b. All funds generated by fundraising and sponsorship must be first deposited to the DSU trust account before being used to fund club activities. Failure to do so may result in disciplinary action set in 8.1.
- c. Clubs may use trust account funds as they see fit, provided that the purposes are germane to the Club Constitution, not prohibited by the statutes of the Students' Union, and have been duly approved by the club's executive committee.
- d. Clubs deemed to have been abandoned due to two years of inactivity shall have their trust accounts terminated with remaining funds transferred to the Club Fund's general account.

5.5 General Financial Restrictions

The following shall restrict clubs' financial activities and expenditures:

- a. Clubs may not engage in activities resulting in the personal benefit of individual members, but rather activities that benefit the majority of members of a club.
- b. Clubs may not purchase alcohol with club funds.

- c. Events funded by clubs must be open to all club members, except where restrictions are applied by the laws of British Columbia.
- d. Clubs may not use funds or access to facilities to directly support a candidate or candidates for election in a federal, provincial or municipal electoral process but may produce materials and host events in support of a recognized political party. No club may make direct donations to a political party or candidate for election to a governmental or legislative body. Partisan Clubs must refrain from third party campaigning as defined by Elections Canada and Elections BC.
- e. Clubs may not sell general sponsorships or advertising on campus, but may seek sponsorship donations to support their events and activities provided that the club follow a formalized process that has the prior expressed approval of the Director of Finance.
- f. Clubs may not purchase gift cards, vouchers or other transferable certificates of value.
- g. All reimbursements must be pre-approved expenditures and will require original and itemized receipts for disbursement of funds by the DSU. Receipts must be received by the office within two (2) months of purchase/event.

5.6 Signing Authority

As part of the Club Registration Package, each club shall provide a list of three signing officers authorized to approve expenditures and make bookings on the club's behalf. The authorization of expenditures from club accounts shall require the signature of two recognized signing officers of the club. The booking of equipment and rooms shall require the written consent of one signing officer.

No signing officer shall be recognized by the Director of Finance until they have received a sample signature. All signing authorities of a club are accountable to both the club membership and the Students' Union for the financial activities of the club including prohibited expenditures and debts incurred.

5.7 Debt

Clubs are prohibited from issuing financial commitments that exceed their available funds, resulting in a negative balance in either their trust or budget accounts. If a negative balance in either account is incurred, the Students' Union shall use available funds from the other account to produce a zero balance in the account overdrawn. If insufficient funds are available in either of a club's accounts to satisfy a financial commitment, that club may face the withholding of future budget allocations or the removal of club status. Notwithstanding the above, where a negative balance has been produced by the negligence or wrongdoing of club signing officers, the Students' Union reserves the right to pursue repayment

from those individuals responsible.

6. CLUB CONDUCT

For the purpose of this policy, harassment is defined as the abusive, unfair, or demeaning treatment of a person or group of persons that has the effect or purpose of unreasonably creating a hostile, intimidating, threatening, or humiliating environment. Clubs shall promote and maintain a harassment-free environment in the conduct of their activities. In executing this responsibility, club executive committee members shall practice due diligence in avoiding and preventing situations in which harassment may occur.

Club communications and publications shall be respectful of the rights and interests of all students, regardless of their race, colour, ancestry, place of origin, nationality, religion, family or marital status, physical or mental disability, age, sex, sexuality, gender, gender identity, or conviction for a criminal charge. Clubs shall refrain from the publication of literature that is untruthful or misleading; that perpetuates gender, cultural or racial bias; that interferes with safety and security of the campus community; that injures the public reputation of the Students' Union; or that demeans a person or group.

7. COMPLAINTS AGAINST A CLUB

The Students' Union shall maintain a procedure for hearing and adjudicating complaints made by a member of the campus community against a club or club members in relation to a club event or activity. Procedure 40.02-01 shall describe the process for receiving and adjudicating complaints.

8. CLUB DISCIPLINE

8.1 Actions Giving Rise to Discipline

Discipline of a club may occur following an investigation of a complaint about a club's conduct received as per Article 6 of this policy, or following an investigation initiated by the Committee or Board. If a club has been found in violation of this policy by the Committee, discipline shall be applied based on the severity and nature of the violation and shall include the following:

- a. An order in writing to cease the violation and to refrain from committing the same or similar violation again;
- b. Freezing of accounts, denial of funding, or withdrawal of unspent funds for the remainder of the year;
- c. Withdrawal of room or equipment booking privileges for the remainder of the year;

- d. Withdrawal of advertising privileges for the remainder of the year;
- e. Withdrawal of club status for up to 18 months; or,
- f. Other such discipline within the scope of the forgoing.

8.2 Appeal of Discipline

A disciplined club shall have the ability to appeal to the Board to have discipline reduced or eliminated. A club seeking to appeal shall send correspondence electronically or in hard copy to the Students' Union Director of Finance outlining the nature of their appeal, and the reasons they believe the discipline was misapplied. The Board shall consider the appeal within thirty (30) days of its receipt, and respond to the appealing club within that period. The Board may ask club representatives to appear before a meeting of the Board to answer questions about their appeal prior to making a determination on the appeal.

9. MEMBERSHIP OUTREACH AND DEMOCRATIC PARTICIPATION

9.1 Participation in Students' Union Structures

Recognizing that the Students' Union is a democratic organization that relies on the participation of members to be effective, clubs shall be expected to take a leadership role in promoting participation in the Students' Union and demonstrating their affiliation with the Students' Union as follows:

- a. Every club shall participate in the Club Council by sending a representative to meetings of the Council.
- b. Every Club shall participate in the Students' Union's general meeting by sending at least one representative to participate in the meeting.

9.2 Membership Awareness and Online Outreach

Clubs are an important part of campus life, and a central element of the Students' Union's work. To ensure that members are aware of clubs' relationship with the Students' Union and have access to club events, services and advocacy, the clubs shall undertake the following:

- a. All advertising and promotions for the club must include the DSU logo and the club's full name (DSU _____ club), and must be pre-approved by the DSU.
- b. All clubs shall be advertised and listed on the DS App and website. Clubs are encouraged to use the DS app to recruit club members, post and advertise for events and other club initiatives.
- c. Any clubs that wish to create and maintain social media accounts for their clubs must include the clubs full name, ex: DSU History Club. The Students' Union is not responsible for maintaining any clubs' social media accounts, and the content of social media accounts created by clubs shall be the

responsibility of the club executives and any administrator of a club's social media account as defined by the relative social media platform. Clubs must have all social media posts approved by the Students' Union prior to posting.

- d. All clubs shall be listed on the Students' Union website's club portal as outlined in Article 4.4 above.
- e. All clubs must share all club events and initiatives with the Students' Union happening on and off campus.

END OF DOCUMENT

