

Students' Union of St. Thomas University, Inc.

Policy Manual

A policy respecting the governance of Clubs and Societies

This policy may be cited as "Clubs and Societies Policy."

Part I – Definitions

S.1. In this Policy:

- (a) "**Clubs and Societies**" shall mean organizations formed for a particular purpose, interest or activity;
- (b) "**Students' Union**" shall mean the Students' Union of St. Thomas University Inc.;
- (c) "**Ratified status**" shall mean a status given to a Club or Society that has been deemed fit to receive funding, promotion and other forms of support provided by the Union;
- (d) "**Recognized status**" shall mean a status given to a Club or Society as an acknowledgment of existence within the University community, but does not qualify for any form of support from the Students' Union.
- (e) "**SRC**" shall mean the Students' Representative Council, as in the *Constitution*;
- (f) "**Member**" shall mean Member of the Union as defined by the *Constitution*;
- (g) "**University**" shall mean St. Thomas University; and
- (h) "**Vice President Administration**" shall mean the Vice President Administration as in the *Constitution* and Chair of the Finance, Governance and Human Resources Committees pursuant to the SRC Committee Operations Policy.
- (i) "**Governance Committee**" shall mean the committee charged with overseeing the governance of the Students' Union which roles are clearly defined in Part I of the SRC

Policy Manual.

(j) “**Finance Committee**” shall mean the committee charged with overseeing the financial operation of the Students’ Union which roles are clearly defined in Part II of the Policy Manual.

(k): “**Fiscal year**” shall mean the fiscal year from 1 June to 31 May of any year as defined in Part I (f) of the Finance Policy.

PartII – General

S.1. The Students’ Union shall encourage the formation of Clubs and Societies on-campus to enhance the life and experience of students at the University.

S.2. The purpose of a ratified Club or Society shall be to act as a cornerstone for members of the Students’ Union who share similar interests through which they can fellowship with each other to the benefit of the St. Thomas community.

S.3. The Vice President Administration shall be charged with the enforcement and maintenance of this Policy.

S.4. All ratified Clubs and Societies are subjected to arbitrary audits by the Finance Committee of the Students’ Union, with two weeks given notice.

S.5. All ratified Clubs and Societies must pursue other means of funding as to not be solely dependent upon the Students’ Union for financial stability.

S.6. No Club or Society shall be given more than 20 percent of the funding allocated to the Clubs and Societies line of the Students’ Union’s budget during each fiscal year.

S.7. A ratified Club or Society may obtain a mailing box in the Students’ Union Office upon request.

PartIII – Ratified Clubs and Societies

S.1. All Clubs and Societies shall meet the criteria and conditions under this section to obtain and maintain ratified status.

S.2. The Governance Committee shall be charged with the authority to grant a Club or Society ratified status if the criteria and conditions under this section are met.

S.3. A Club or Society shall not have a purpose that conflicts with the Students' Union's mission and objectives as outlined in the By-Laws.

S.4. A Club or Society shall not have the same name or purpose as any other Club or Society that has been ratified by the Students' Union.

(a) Should a new group seeking ratification is entering an area of interest where it failed to meet the condition(s) set out in Section 4, the new group must submit a statement to the Vice President Administration on how their group is differentiated from the already existed ratified Clubs and Societies for further consideration.

S.5. A Club or Society shall not have any partisan affiliation or involve themselves with any political organizations.

S.6. All ratified Clubs and Societies shall adhere to the Students' Union's Constitution, By-Laws and Policy Manual.

S.7. All Clubs and Societies must meet the minimum criteria below to gain ratified status:

(a) The group shall provide a constitution clearly outlining the purpose of the group, including its principles and objectives;

(b) The group must be open to all Members of the Students' Union; (c)

Each group must have at least three (3) executive officers;

(d) The roles and duties of each executive officer must be explicitly stated in the group's constitution;

(e) Each member of the group, including executive officers, must have equal voting rights within the governance of the group;

(f) At least 20 percent of the group and 1 of its executive must be Members of the St. Thomas Students' Union;

(g) The executive members must submit the [STU Clubs & Societies Agreement letter] to the Vice President Administration to show that they have read, understand and agree to abide by and enforce the following documents within this group: This Policy, the Students' Union's Human Resources Policy, the University's Non Academic Misconduct policy, and any other documentation that may apply to the organization of a group on-campus;

(h) All amendments to the constitution of the group must be submitted to the Vice President Administration at the beginning of each academic semester;

(i) The executive members must attend the Annual Clubs & Societies Executive Training, which shall be held at the beginning of each academic year by the Vice President Administration; and

(j) A group seeking ratification must submit their constitution, a letter meeting the criteria outlined in this Policy and the contact information of their executive members.

S.8. Clubs and Societies shall establish a fiscal year of June 1st to May 31st to ensure and maintain the synchronicity with the fiscal year of the Students' Union.

PartIV – Recognized Clubs

S.1. The following organizations shall be eligible to seek recognized status:

- a) Political Clubs
- b) Clubs or Societies otherwise not qualified for ratified status
- c) Clubs or Societies who are qualified for ratified status but choose to seek recognized status instead

S.2. Clubs and Societies may seek recognized status by following the steps below:

- a) Submitting their Club or Society's constitution along with a list with the contact information of at least three (3) executive members to the Vice President Administration
- b) The Vice President Administration shall bring the application to the Governance Committee who shall vote on the matter.

S.3. The Governance Committee has the authority to deny a Club or Society

recognized status with just cause.

S.4. The Governance Committee has the authority to revoke a Club or Society's recognized status should they be found to be in violation of the Students' Union's Constitution, By-Laws or Policy Manual.

Part V – Risk Management

S.1. All Clubs and Societies have the responsibility to ensure the safety of their members while organizing and engaging in activities relating to the Club or Society.

S.2. Clubs and Societies shall not use money obtained from the Students' Union to purchase alcohol.

S.3. Clubs and Societies shall assume the risk associated with any event in which they organize, unless the participants sign a waiver form.

Part VI – De-Ratification

S.1. All Clubs and Societies who fail to abide by the conditions set forth in the Students' Union's Constitution, By-Laws and Policy Manual, shall be subjected to de-ratification.

S.2. All Clubs and Societies that have been inactive for two consecutive fiscal years shall be subjected to de-ratification.

S.3. All Clubs or Societies that engage in a serious misuse of benefits provided by the Students' Union shall be subjected to de-ratification.

S.4. The Governance Committee has the authority to de-ratify a Club or Society.

S.5. The Vice President Administration shall inform the president of the Club being de-ratified of their change in status within 3 business days of the meeting.

S.6. The president of a Club being de-ratified shall be given one week in which they may write a letter to the Vice President Administration petitioning the decision of the Governance Committee.

S.7. The Governance Committee shall meet within one week of receiving the letter of petition to discuss a course of action.

S.8. The letter shall be brought to council with the recommendation of the Governance Committee and there shall be a vote on the matter.