

**CLUBS POLICY**  
**Of**  
**THE KING'S UNIVERSITY COLLEGE STUDENTS' COUNCIL**  
**At**  
**THE UNIVERSITY OF WESTERN ONTARIO**

Last updated February 16, 2011

**PREAMBLE**

The purpose of this policy is to uphold the interests of club members, students, the KUCSC, and the university community. This document is designed to assist students in the formation, operation, and development of clubs and to make clear the obligations that a club has to the KUCSC and to its members.

**1.0 DEFINITIONS:**

1.1 “**Club**” means a KUCSC ratified club;

a) An academic club is directly associated with a Faculty or Program of King’s University College.

b) A charitable club is a club solely committed to charitable works.

c) A social club is any other club which does not fall within the boundaries in sections 1.1 (a) or (b) of this policy.

1.2 “**Club member**” includes any individual who is a recognized member of a KUCSC ratified club;

1.3 “**Organization**” means a non-ratified club, seeking ratification;

1.4 “**Student**” includes any individual duly enrolled in at least one course at UWO or any affiliate college;

1.5 “**UCC**” means the University Community Centre;

1.6 “**University community**” includes all recognized University or student groups, and individuals affiliated with UWO;

1.7 “**USC**” means the University Students’ Council;

1.8 “**UWO**” means the University of Western Ontario;

1.9 “**KUCSC**” means the King’s University College Students’ Council;

1.10 “**Clubs Commissioner**” means the Clubs Commissioner(s) of the KUCSC; and

1.11 “**Clubs Finance Commissioner**” means the Clubs Finance Commissioner of the KUCSC.

**2.0 GOVERNANCE:**

2.1 Clubs are responsible to the Club **Commissioner**(s), Clubs Finance **Commissioner** and the Vice-President Finance of the KUCSC.

**3.0 REVIEW:** 2 3.1 In light of its powers of oversight, the KUCSC undertakes to supervise clubs in the following manner:

3.1.1 The Clubs Commissioner(s) and the Clubs Finance Commissioner will work with each KUCSC club each January to ensure the financial integrity of each club’s financial records; and

3.1.2 The Vice-President Finance, Clubs Commissioner(s) and the Clubs Finance Commissioner reserve the right to conduct random reviews of any club in order to determine the integrity of the finances and general operations of the club.

3.2 The onus is on the club to provide all necessary information for review, by fulfilling its responsibilities under section 6.0 of this policy, and for providing any and all other information relevant to the audit that is requested.

## **4.0 RATIFICATION**

### **4.1 Applications:**

4.1.1 The following will be the deadlines for submitting new club applications:

1 September; 1 December; and 1 March;

4.1.2 The Clubs Commissioner(s) and the Clubs Finance Commissioner will evaluate an organization's application in the best interest of the students of King's; and

4.1.3 Students interested in ratifying an organization shall meet with the Clubs Commissioner(s) and Clubs Finance Commissioner to ensure that the documentation criteria of an application meets the requirements within this policy.

### **4.2 Requirements for Ratification:**

4.2.1 An organization proposing a new club must provide evidence that:

(a) Its membership is open to all students at King's;

(b) If the club chooses to open its membership to non-King's students as well, that the non-student club members are not given voting rights; and, if a non-King's member is selected as a staff member, he or she will similarly not be given voting rights;

(c) Only undergraduate King's students may hold executive positions within the club provided they are a member of the club;

(d) It intends to carry on activities which do not infringe any federal, provincial, or municipal laws, nor any UWO, King's, USC, KUCSC policies and procedures; and

(e) Significant interest has been demonstrated within the student body by presenting to the Clubs Commissioner(s) a typed list of no fewer than fifteen (15) students currently registered at King's who are interested in joining the organization if ratified. This list shall include the students' names and student numbers.

4.2.2 A KUCSC Clubs proposal form must be submitted to the Clubs Commissioner(s). The proposal is to include the following: 3 (a) A typed cover letter stating the organization's desire to be ratified along with the names, student numbers, email addresses, and telephone numbers of three (3) representatives for the organization if ratified;

(b) A typed maximum three (3) page proposal answering the following questions:

i) What is the purpose of the club;

ii) What activities will the club hold? Are these activities feasible?

iii) How is the club unique from already ratified KUCSC clubs?

iv) What type of budget is the club proposing?

v) What are some of the liability issues that the club may face?

(c) A typed copy of the proposed constitution for the club that:

i) Adheres to the KUCSC Clubs Policy;

ii) Is approved by the KUCSC Clubs Commissioner(s);

iii) States clearly that its views and actions in no way represent the KUCSC; and

iv) Clearly includes the definitions of the name of the club, the club's mandate, the club's membership, and the club's membership fees, the executive positions and their respective duties and responsibilities, when the club will hold meetings, an outline of election procedures, a refund policy, the process of amending the club's constitution, the process of impeaching an executive member, who constitutes as a signing officer, and an agency clause; and

d) All organizations seeking ratification must give a brief presentation by the movers of the proposal, at a KUCSC general meeting.

## **5.0 CLUB RIGHTS**

5.1 A club is entitled to access certain KUCSC services, and the right to:

5.1.1 be listed as an official KUCSC club;

5.1.2 reserve available rooms and space at King's for club events as stipulated by the KUCSC Room/Event Booking Policy;

5.1.3 be given a space in any KUCSC Clubs' week event, provided the following administrative deadlines are met:

(a) submission of the club president and treasurer contact information and signing authority information to the KUCSC by 1 April;

(b) submission of the insurance information form, including a list of proposed events for the year to the Clubs Commissioner(s) by 1 September; and

(c) attendance at least one Club Executive at the "Executive Training Session" prior to Clubs' week One.

5.1.4 solicit members and collect mandatory membership fees;

5.1.5 request assistance from the Clubs Finance Commissioner and the Vice-President Finance in preparing Clubs financial statements;

5.1.6 request assistance from the Clubs Commissioner(s) to help set up club events or to assist with any general problems throughout the year;

5.1.7 request assistance from the King's University College Dean of Students ensure the club activities comply with King's University College Policies and 4 procedures, and the Clubs Commissioner(s) for the KUCSC Policies and Procedures;

5.1.8 request space on the KUCSC website to post club information; and

5.1.9 retain a KUCSC email, through which correspondence from the Clubs Commissioner and the KUCSC will take place.

## **6.0 CLUB RESPONSIBILITIES**

6.1 Every Club has important responsibilities to the KUCSC and to its membership. These responsibilities include:

### **6.2 Administrative Duties:**

6.2.1 Collecting the contents of their KUCSC email at least once per week. Important communication from the KUCSC and the Clubs Commissioner(s) will be conveyed to the club by the means of this email, and clubs are responsible for any consequences that result from failure to check their email;

6.2.2 Updating and ratifying the club constitution yearly at the first meeting of the club after Clubs Week, or by 15 October;

6.2.3 Verifying, by 15 October each year that there is an up-to-date constitution filed with the Clubs Commissioner(s);

6.2.4 Forwarding all constitutional changes to the Clubs Commissioner(s) within one week of the changes being ratified;

6.2.5 If a club maintains a website, the information must be up to date;

6.2.6 Submitting a final report to the Clubs Commissioner(s)' email by 1 April each year that includes:

a) a detailed summary and evaluation of all club activities that have taken place during the year;

b) a list containing the dates of all duly constituted meetings held during the year;

c) a copy of the minutes from the club's annual general meeting (AGM);

d) a detailed report on the clubs' finances including a statement of revenues and expenses for the fiscal year;

e) a list of incoming executives with their names, student numbers, email addresses, and up to date telephone numbers;

f) a brief outline of proposed activities for the upcoming year;

g) a typed up to date membership list containing names, student numbers and telephone numbers; and

6.2.7 Submitting to the Clubs Commissioner(s), or Clubs Finance Commissioner, information regarding the club's operations, when requested;

6.2.8 Replying to all correspondence from the KUCSC or the Clubs Commissioner(s) or the Clubs Finance Commissioner by the date of return designated on the correspondence;

6.2.9 When an email is sent to the entire membership of the club, a carbon copy of that email must be sent to the Clubs Commissioner(s).

6.2.10 Adherence to any other administrative duties or deadlines for information set by 5

the Clubs Commissioner(s), the Clubs Finance Commissioner and the Vice-President Finance;

6.2.11 All clubs must adhere to the KUCSC Poster Policy; and

6.2.12 All clubs must participate in two (2) Clubs Weeks under the provision of the Clubs Commissioner(s).

### **6.3 Vice-President Finance Provisions:**

6.3.1 Copies of the budgets for the upcoming year must be submitted to the Vice-President Finance of the KUCSC by the date specified;

6.3.2 It is strongly recommended that all club Presidents be present at Budget Weekend;

6.3.3 Any asset purchased by a club will remain the property of the KUCSC;

6.3.4 Control over the use of any such asset will remain exclusively within the purchasing club indefinitely, unless stated differently at the discretion of the Vice-President Finance;

6.3.5 Submission of all check requisition forms are to be submitted in the KUCSC Executive Office. Hours, time, and place to receive authorized reimbursement will be determined by the Vice-President Finance of the KUCSC;

6.3.6 All clubs may be subject to an audit by the Finance Committee at the end of January each year;

6.3.7 All clubs must collect a membership fee in order to be eligible for KUCSC funding;

6.3.8 The membership fee set by the Vice-President Finance, must not be less than five (5) dollars per member, but may exceed this amount provided that notice is given to the Clubs Commissioner(s) and/or the Vice-President Finance; and

6.3.9 Clubs may budget for services from event staff for any Clubs function provided consent is given from the KUCSC Finance Committee.

**6.4 Elections:** Adherence to the Executive Elections Procedures, which is to include the following format and minimum standards:

6.4.1 A call for elections must be made to the entire membership at least two (2) weeks in advance of when the club's Annual General Meeting (AGM) is to be held;

6.4.2 Nominations must be open for a minimum of one week prior to the AGM;

6.4.3 One member of the executive shall be designated in the Club's Constitution to operate as Chief Returning Officer (CRO) responsible for each club's adherence to this Policy;

6.4.4 All election procedures that are set by the club will be available to club members when nominations open;

6.4.5 Secret ballots may be distributed by the CRO. It is up to the CRO as to whether voting is done for each position separately, or all the voting is done at one time.

6.4.6 There will be no use of voting by proxy. All voting members must be present at the AGM to cast their vote;

6.4.7 No member accepted at least four (4) weeks prior to the AGM may vote for the new executive;

6.4.8 The CRO will initial each ballot immediately before giving it to each voter; 6.4.9 Each candidate will be allowed to appoint a scrutineer to count the votes with the CRO and the outgoing President, unless the outgoing President is standing for election;

6.4.10 No club member is allowed to act as an election official if they are running for a position on the incoming executive;

6.4.11 It shall be noted in each club's Constitution what standard will be used to declare a winner in an election (i.e. 2/3 majority or 50% + 1);

6.4.12 Once the election is completed and the new executive is declared, the outgoing President will forward a list of the new executive, their telephone numbers and email addresses to the KUCSC Vice-President Student Issues;

6.4.13 No KUCSC Executive, Clubs Commissioner(s), or Clubs Finance Commissioner may hold an Executive position within a club; and

6.4.14 A student may hold no more than one (1) Treasurer Position at King's within the term.

### **6.5 Financial:**

6.5.1 Use of the KUCSC accounting services for all club monies and financial dealings as approved by the Vice-President Finance;

6.5.2 Adherence to all accounting policies and procedures as set out by the Clubs Finance Commissioner and the Vice-President Finance;

6.5.3 Collection of a minimum membership fee of five (5) dollars for the purpose of paying the club's insurance charge as listed in the Club's Manual or in consultation with the Club's Finance Commissioner or the Vice-President Finance;

6.5.4 Keeping a detailed set of financial records in accordance with the procedures set out by the Clubs Finance Commissioner;

6.5.5 Submitting a detailed budget for the club for the next fiscal year as requested by the Vice-President Finance;

6.5.6 Membership fees collected during Clubs Week must be submitted to the Clubs Finance Commissioner(s) by the end of each day of Clubs Week and clubs executive member will be held responsible for the transition of money to the KUCSC office;

6.5.6.1 Monetary transitional materials will be distributed to each Clubs Treasurer at the beginning of each Clubs Week to ensure membership fees are properly submitted;

6.5.7 Budgeted membership fees must be collected by 15 October each year and be submitted to the Clubs Finance Commissioner or the consequences as laid out by the financial contract may be implemented;

6.5.8 Submitting to the Clubs Finance Commissioner the up to date accounting records of the club when requested; and

6.5.9 Initiating a refund policy for club members which is to include the following format and minimum standard:

a) A member may apply to his or her club for a refund within one month of becoming a member of the club or within one (1) week of the club's first event, if there has been a misinterpretation of the club's mandate and 7 proposed activities as specified to the member when signing onto the club; and

b) A member may only apply to his or her club for a refund after one (1) month of signing up for membership for club, or after one week of the club's first official event for extenuating circumstances:

i) extenuating circumstances include but are not limited to: serious organizational issues with the club executive that led to a complete lack of communication to its members; and, any circumstances that seriously restricts the ability for the club member to enjoy his or her membership to the club; and

ii) where a club and its member cannot resolve the refund issue, a club or the affected member may request assistance from the Clubs Commissioner(s) who will act as a mediator between the Club and the member to reach a fair solution.

#### **6.6 General:**

6.6.1 Adherence to the mandate that the Club has been ratified by the KUCSC on;

6.6.2 Adherence to all KUCSC policies and procedures in all clubs practices. It is the individual club's responsibility to educate and inform itself as to these policies and procedures.

#### **6.7 Meetings:**

6.7.1 Attending all mandatory KUCSC Club's meetings as set out by the Clubs Commissioner(s), Clubs Finance Commissioner, Vice-President Finance and/or the Vice-President Student Issues;

6.7.2 Holding the club's Annual General Meeting (AGM) prior to 1 April;

6.7.3 Holding no less than three (3) duly constituted general meetings per year, one of which must be the elections of the executives. However:

a) A Club may request permission from the Clubs Commissioner(s) to hold fewer than three (3) duly constituted general meetings if the nature of the Club renders such meetings unnecessary. This permission expires after one year;

b) A duly constituted meeting, unless otherwise determined by the Clubs Commissioner(s), is one that:

i) has been advertised in a reasonable manner at least seven (7) days in advance; and

ii) has reached quorum. Quorum for the purposes of the KUCSC Clubs Policy being present one-third of the membership excluding the executive in good standing, or such a higher number as the club may, in its own constitution, provide; and

#### **6.8 Membership:**

- 6.8.1 Having an executive that consists solely of students registered at King's;
- 6.8.2 Having a minimum of 20 voting members including the executive by 31 January;
- 6.8.3 Submitting an up to date typed list of paid members to the Clubs Commissioner(s) by the first Monday of the month after Clubs Week;
  - a) including the members' names, student numbers and email addresses; and 8 b) an additional updated list is to be submitted on 31 January of each year if the Club has solicited more members after 1 October.
- 6.8.4 For the purposes of fairness and legitimacy, no member accepted at least four (4) weeks before the annual AGM may vote for the new club executive.

## **7.0 TRADE-MARK USE:**

- 7.1 A club must seek the approval of the Executive of the KUCSC for use of the KUCSC logo;
- 7.2 The use of King's name and logo with permission of the King's Administration.

## **8.0 CLUB SPONSORSHIP:**

- 8.1 Sponsorship must be approved by the Vice-President Finance, in consultation with the KUCSC Executive;
- 8.2 Any sponsorship must:
  - 8.2.1 Not infringe or effect current commercial agreements between the KUCSC and the USC.

## **9.0 CLUBS FINANCING:**

### **9.1 Finance Committee Applications:**

- 9.1.1 Recognizing that, from time to time, KUCSC Clubs may encounter financial difficulty or require financial assistance to further the mandate of the club, set out herein are the rules relating to club financing by the KUCSC:
  - a) a Club's entitlement to financial assistance is not by way of right, and grants shall be authorized, and at the discretion of, the KUCSC Vice-President Finance in consultation with the Clubs Finance Commissioner at the Finance Committee Meeting; and
  - b) the Vice-President Finance reserves the right to stipulate conditions of a grant and factors to consider will include the amount of the grant, the club's financial history, and the effect on the students of King's.
- 9.1.2 Application:
  - a) the application must be submitted to the Vice-President Finance's and the Clubs Finance Commissioner(s)' emails;
  - b) the application must be typed, and include the following:
    - i) the amount sought;
    - ii) a detailed account of why the load is needed;
    - iii) an explanation of why the club was unable to generate the monies itself;
    - iv) an explanation of why the Club is in financial difficulty, should it be relevant, along with the measures the Club is taking to remedy the situation; and 9 v) a proposed schedule of increasing revenue that sees the monies paid back to the KUCSC by the end of the academic year, in the absence of exceptional circumstances;
  - c) The Vice-President Finance will determine what constitutes exceptional circumstances;
- 9.1.3 Criteria for Approval:
  - a) the decision as to whether or not to grant the loan requested is at the discretion of the Vice-President Finance and with the Finance Committee;
  - b) the club application will be taken into consideration, as well as whether the Club has proven that financial assistance is both required and appropriate under the circumstances, including:
    - i) the educational value of events undertaken by the Club;
    - ii) the propensity of the Club to reach a large number of students;
    - iii) whether a Club is in good standing with the KUCSC;
    - iv) any past record of finance committee requests;

- v) the fact that grants are not meant to occur annually; and
- vi) whether the Club should have been able to generate the monies themselves.

9.1.4 Default on Loan Payment:

- a) where a club defaults on the conditions under the terms of a grant agreement, the VP Finance reserves the right to freeze the Club's budget and to garnish the budget fully until such conditions are met;

9.1.5 The Finance Committee has the discretionary authority to approve grants requested by clubs of up to \$500;

9.1.6 Consideration will be given to the Club's application and if the Club has proven that financial assistance is both required and appropriate in the circumstances;

9.1.7 Applications may be retrieved in the KUCSC Executive office:

- a) the application will outline what is required and any relevant deadlines.

**9.2 Financial Spending:**

9.2.1 No Club Member may personally benefit from spending of budgeted monies.

**10.0 YEAR END SURPLUS/DEFICIT POLICY:**

10.1 The KUCSC will recover the year end surplus of a club.

**11.0 CLUB INSURANCE AND RISK MANAGEMENT:**

11.1 The KUCSC deducts insurance for each of its affiliated Clubs on an annual basis;

11.2 In recognition that the KUCSC administers the Club Insurance Policy, all Clubs will be levied a portion of the cost of the overall policy so that their events and activities are adequately insured throughout the academic year. Clubs are assessed a risk rating by the Clubs Finance Coordinator, in consultation with the Vice-President Finance;

11.3 The criteria for assessment are as follows: 10 11.3.1 Low: A club that:

- a) has all or a significant majority of events held on campus;
- b) has no, or a minimal number of alcoholic events;
- c) has activities or initiatives that are likely to incur legal costs for the KUCSC;
- d) hosts events where personal, property, or any other forms of damage are unlikely;

11.3.2 Medium: A Club that:

- a) hosts some events held off-campus, or the club traditionally hosts off-campus events;
- b) allows alcoholic consumption at some events, based on traditional events or proposed events for the year;
- c) engages in activities or undertakes initiatives that are likely to incur legal costs for the KUCSC; but lower than those of High-Risk Clubs;
- d) hosts events where personal, property, or any other forms of damage are unlikely;

11.3.3 High: A Club that:

- a) regularly hosts events off-campus, some or the majority of which include the availability of alcohol;
- b) traditionally hosts events where alcohol is made available;
- c) has activities or initiatives that are likely to incur legal costs for the KUCSC; and
- d) hosts events where personal, property, or any other form of damage are likely.

11.4 Clubs have the responsibility to take all necessary precautions to limit the liability while hosting or participating in high risk events or activities;

11.5 Each Club shall consult with the KUCSC Executive prior to hosting or participating in any high risk events, and satisfy the Officer or Council's requests to limit risk of liability;

11.5.1 The following events must be organized in consultation with the King's Dean of Students:

- a) events that involved alcohol;
- b) out-of-town trips; and

c) events that involve physical activity where injury to a participant is foreseeable.

11.6 Clubs shall not co-promote any event in conjunction with a private promoter unless that private promoter is a registered business carrying its own minimum two-million dollar (\$2,000,000) third-party liability insurance that names the USC as a co-insured party:

11.6.1 Proof of such insurance and a letter stating the terms and conditions of the co-promotion must provide to the USC's Vice-President Finance through the KUCSC Clubs Coordinator(s) a minimum of thirty (30) days in advance of the event and prior to any advertising of the event.

## **12.0 REMOVAL OF CLUB MEMBERS:**

12.1 A club must provide a member of the club if that member is found to have violated the Club's Constitution in such a way that removal is warranted: 11 12.1.1 Any member of a club who has a material interest in a contract to be entered into between the club and a non-member must declare a conflict of interest and refrain from voting on the resolution and failure to do so will warrant removal of the member of the club;

12.1.2 Any removal of a club member must be done in accordance with the "Impeachment" Article in the Club's Constitution or any other method deemed acceptable by the Club Commissioner(s) during ratification;

12.2 The Club Commissioner(s) will investigate a club matter if it has come to its attention that a warranted removal process was not started or completed:

12.2.1 The Club may provide information relieving it of its obligation to initiate a removal process;

12.2.2 If the club does not provide information that relieves the obligation to begin a removal process, the Clubs Commissioner(s) can require the club to begin the process of removal.

## **13.0 CLUB SANCTIONS:**

13.1 Clubs will be sanctioned for the following reasons:

13.1.1 Breach of any of the responsibilities outlined in this Policy; and

13.1.2 Misuse of KUCSC Services and Privileges.

13.2 A club may be sanctioned in the following forms:

13.2.1 Warning----a club will receive a written warning for minor infractions of the Clubs Policy;

13.2.2 Prohibition----a club will be prohibited from exercising rights associated with the type of infraction committed. For example a Club that does not hand in a budget by the deadline may have its account frozen until the budget is handed in;

13.2.3 Probation----a Club will be placed on probation if the Club has acquired repeated warnings and sanctions, or has seriously breached the Clubs Policy:

a) while on probation, a club may have its account frozen, and be suspended from all rights outlined in Section 5.0 of the Clubs Policy for an extended period of time;

b) a Club that does not rectify its probation status by a set deadline will be scheduled for de-ratification at the discretion of the Clubs Commissioner(s) and the Clubs Finance Commissioner.

13.3.4 De-ratification---- when sanctioned, a Club will be notified by one (1) notice in its KUCSC Club email:

a.) freezing the financial account of a club shall be recommended by the Clubs Commissioner(s) or Clubs Finance Commission(s) to the Vice-President Finance if:

b.) the Club is not represented at a mandatory KUCSC meeting and does not send a designated representative or forwards regrets to the Vice President Issues or the Clubs Coordinator(s):

i) the Club's membership lists are not submitted by the designated date(s);

ii) the Club's budget is not submitted by the designated date;

iii) spending or accounting irregularities are detected; or 12

iv) a Club president or treasurer failed to attend the All Presidents' Meeting prior to Clubs Week, without sending a designate or submitting regrets to the Clubs Finance Commissioner or Clubs Commissioner(s)

#### **14.0 DE-RATIFICATION:**

14.1 If a Club is in breach of the terms and spirit of this Policy, it may come before the KUCSC Clubs Committee, at a general meeting, as a motion of de-ratification;

14.2 Conditions for de-ratification include, but are not limited to:

14.2.1 Abuse of KUCSC Services or Privileges;

14.2.2 Breach of any of the responsibilities outlined in this Policy;

14.2.3 Failure to take adequate precautions to limit liability while hosting or participating in high risk events or activities;

14.2.4 Committing an offence which breaches any federal, provincial, or municipal law(s); and

14.2.5 Committing an offence or engaging in an activity that damages the King's, KUCSC's, the USC's, and/or UWO's reputation.

14.3 Notice----when scheduled for de-ratification, a Club will be notified by one (1) notice in the KUCSC Club email;

14.4 Procedure----upon notice of de-ratification, the Club has the opportunity to respond to the notice by explaining to the Club Commissioner(s) why the Club should not be de-ratified. If the Club wishes to take the opportunity to respond, its Executive must notify the Clubs Commissioner(s) of its intent within two weeks of the issuance of notice;

14.4.1 Once the Club indicates its intent to respond, it must provide a written explanation to the Clubs Commissioner(s) within one (1) week;

14.4.2 The club may, in addition to a written explanation, provide an oral explanation before the KUCSC Clubs Committee at a general meeting. The Committee will hear the explanation at the next regularly scheduled KUCSC Clubs Committee general meeting;

14.4.3 The KUCSC Clubs Committee will take the Club's explanation into account and issue a decision regarding de-ratification of a club during the next KUCSC General Meeting.

14.5 A de-ratified club will not be permitted to re-apply to the KUCSC for ratification until the next academic year, nor can any organization be ratified within the same academic year that has a similar mandate to the de-ratified Club.

14.6 De-ratification of a Club entails:

14.6.1 Loss of "Club" status and any and all privileges conferred on the Club by the KUCSC and its Policy; and

14.6.2 Recovery of any of the Club's monies by the KUCSC.

#### **15.0 EXECUTIVE DUTIES:**

15.1 Duties of a Club President:

15.1.1 The President is responsible for all the actions of the Club; 13

15.1.2 The President is directly accountable to the Vice President Student Issues of the KUCSC;

15.1.3 The President is required to attend all meetings called by the Clubs Commissioner(s), Clubs Finance Commissioner, V.P. Student Issues, or the V.P Finance; and

15.1.4 If the Club President is unable to attend the meeting another member of the Club Executive must take the place of the Club President at the meeting.

15.2 Duties of the Club Treasurer:

15.2.1 The Treasurer must deposit all monies directly with the Clubs Finance Commissioner in the depository mailbox within one (1) day of receipt and shall maintain an accurate record of monies paid or received;

15.2.2 The treasurer must supply to the KUCSC Vice President Finance a statement of all financial transactions as requested. Failure to provide a statement will result in the freezing of the Clubs Account until the statement is supplied; and

15.2.3 The KUCSC Vice President Finance shall, upon request, supply to each Club a statement of accounts within seven (7) weekdays.

**16.0 CLUBS WEEK:**

16.1 All KUCSC Clubs must participate in two (2) Clubs Weeks;

16.2 The V.P. of Student Issues and the Clubs Commissioner(s) may at his or her discretion incite USC Clubs or any other Clubs or associations to recruit members, if he/she feels interest exist in the King's Community;

16.3 All Clubs must have their displays approved by the Clubs Commissioner(s); and

16.4 All sign-up sheets must be the KUCSC approved Sign-Up Sheets and must contain the following information: name, email address, and student number.

