



## King's University College Students' Council

# CLUBS RATIFICATION & DE-RATIFICATION PROCEDURE

<b>EFFECTIVE</b>	January 31, 2024	<b>SUPERSEDES</b>	April 3, 2022
<b>AUTHORITY</b>	Clubs Advisory Committee	<b>RATIFIED BY</b>	Board of Directors

### **PREAMBLE:**

The KUCSC acts as the support network and guarantor of the Clubs system at King's University College. The ratification process ensures that prospective clubs understand the system's function and purpose. Additionally, this procedure ensures that clubs are providing unique and desired opportunities for our community. The voluntary de-ratification procedure ensures that non-active clubs are removed from the system in an efficient and transparent manner.

### **1.00 RATIFICATION PERIOD:**

1.01 Students wishing to establish a new club must submit a proposal fourteen (14) days prior to council's monthly general meetings in order to be ratified.

1.02 The Student Events Committee may choose to accept applications as they choose.

### **2.00 APPLICATION PACKAGES**

2.01 The application package must include:

- (1) Club Proposal: A 1-2 page proposal stating the intent of your club, possible events you may hold, and why this club would be beneficial to King's students. Include any past experience in clubs or leadership roles which qualify you to be the Executive of your club.
- (2) Club Executive: A list of all four (4) club executive members as outlined in the Clubs Operating Policy.
  - (a) Full names, student numbers, student e-mail addresses, and position titles must be included.
  - (b) As per the Clubs Operating Policy, all executive members must be undergraduate students at King's University College.



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- (3) Proof of interest: A list of at least fifteen (15) King's students interested in joining the proposed club, including full name, student number, and email addresses (including the Club Executive).
- (4) Budget: A completed budget, subject to approval by the Chief Financial Officer and the Student Events Committee.
- (5) Constitution: A completed constitution, subject to the approval of the Governance Officer and the Student Issues Committee.

#### 3.00 RATIFICATION PROCEDURE

3.01 A completed application package must be submitted prior to the deadline stated in Section 1.

3.02 A simple majority vote in favour of ratification at a duly constituted council meeting is required to ratify the club. Prior to majority approval:

- (1) Club Executive will be required to make a five (5) minute presentation to Council. Upon the completion of this presentation, the ratification vote will commence.

3.03 The executive of the proposed club will be contacted within two (2) business days. They may be provided a report created by the Student Events Committee summarizing the committee's decision upon request.

3.04 New Club executive must review the club onboarding documents and club governing documents with the Clubs Coordinator and/or Vice President Student Events.

3.05 In the event that the club has not been ratified, they may appeal the decision to the Executive Council in a written report submitted to the Vice President Student Events and General Manager.

- (1) The Executive will convene to discuss the matter within two (2) weeks of the appeal.

- (2) The decision of the Executive shall be considered final.



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### 4.00 POST-RATIFICATION REVIEW

4.01 The Vice-President Student-Events and Clubs Coordinator shall initiate a full review of the new club within the first year of its operations.

### 5.00 DE-RATIFICATION PROCEDURES

5.01 Voluntary (or club-initiated) de-ratification may be initiated at any time by the Club Executive, subject to a two-thirds vote in favour of de-ratification by the club membership.

- (1) In order to ensure that no other students are interested in maintaining the club's existence, the KUCSC Chief Communications Officer, at the direction of the Vice-President Student Events and/or Clubs Coordinator, shall advertise the proposed de-ratification for a period of thirty (30) days.
- (2) In the event that students express interest in maintaining the club's existence, the Student Events Committee may choose to transfer executive responsibility to the students.
  - (a) An expression of interest must be completed and submitted during the thirty (30) day period stated in section 5.01 and requires:
    - (i) A list of all four (4) club executive members as outlined in the Clubs Operating Policy.
      - 1) Full names, student numbers, e-mail addresses, and position titles must be included.
      - 2) As per the Clubs Operating Policy, all executive members must be undergraduate students at King's University College.
    - (ii) Proof of interest: A list of at least fifteen (15) King's students interested in joining the proposed club, including full name, student number, and email addresses.
- (3) Should executive responsibility be reassigned, all membership is reset. The new executive must submit a complete membership list and all membership fees, if applicable, within thirty (30) days or lose their appeal for club maintenance.



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5.02 If a club has been inactive for ONE or more consecutive academic years, the Clubs Disciplinary Committee has the ultimate authority to begin the process of de-ratification

(1) In order to ensure that no other students are interested in maintaining the clubs' existence the KUCSC Chief Communications Officer, at the direction of the Vice-President Student Events and/or Clubs Coordinator, shall advertise the proposed de-ratification for a period of thirty (30) days.

(a) If there is an expression of interest, refer to Section 5.01, Subjection (2)

(2) Upon a majority vote to de-ratify within the Committee, the decision will be brought forward as a motion at the next duly called KUCSC meeting, where it will be put forward as a motion.

### **6.00 DE-RATIFICATION AND MEMBERSHIP FEE**

6.01 All membership fees are considered forfeit in the event of voluntary de-ratification.

6.02 In the event of a transfer of executive responsibility as stated in Section 5.04, all membership fees are waived for all individuals seeking to maintain membership in the club.

### **7.00 PROCEDURAL AUTHORITY**

7.01 Further Procedures necessary for the effective and efficient implementation of this policy shall be established and amended as necessary by the Student Events Committee.

(1) The scope of such Procedures is limited to the scope of this policy.

(2) In the event of any conflict, this Policy supersedes any documents created under it.

(3) Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect.



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- (4) Any decision by the Executive Council may be overturned by a two-thirds (2/3) vote of council.