



**King's University College Students' Council**  
**CLUBS RATIFICATION AND DERATIFICATION**  
**PROCEDURE**

**EFFECTIVE:** November 23<sup>rd</sup>, 2014      **SUPERSEDES:** N/A

---

**AUTHORITY:** Student Issues Committee      **RATIFIED BY:** Council  
November 23<sup>rd</sup>, 2014

---

**RELATED DOCUMENTS:**      • Clubs Operating Policy      **PAGE | 1 of 4**

**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 by March 15<sup>th</sup> in order to be ratified prior to the Fall Clubs week, or November 15<sup>th</sup> in order to be ratified prior to the Spring Clubs week.
- 1.02 The Student Issues Committee may choose to accept applications after this date if they so 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.
    - i. Full names, student numbers, e-mail addresses, phone numbers, and position title must be included.
    - ii. As per the Clubs Operating Policy, all executive members must be undergraduate students at King's University College.
  - (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.



**King's University College Students' Council**  
**CLUBS RATIFICATION AND DERATIFICATION**  
**PROCEDURE**

---

PAGE | 2 of 4

- (4) Budget: A completed budget, subject to approval by the Chief Financial Officer and the Student Issues 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 meeting of the Student Issues Committee is required to ratify the club.
  - (1) Upon an affirmative vote, the Club Executive will be required to make a five-minute (5) presentation to Council. Upon the completion of this presentation, the club will be considered ratified.
- 3.03 The executive of the proposed club will be contacted within two (2) business days. They may be provided a report summarizing the committee's decision upon request.
- 3.04 In the event that the club has been ratified, they must submit a complete membership list and all membership fees within thirty (30) days.
- 3.05 In the event that the club has not been ratified, they may appeal the decision to the Executive Council.
  - (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.

**4.00 POST-RATIFICATION REVIEW**

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

**5.00 VOLUNTARY DE-RATIFICATION**

- 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.
- 5.02 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-



**King's University College Students' Council**  
**CLUBS RATIFICATION AND DERATIFICATION**  
**PROCEDURE**

---

PAGE | 3 of 4

President Student Issues, shall advertise the proposed de-ratification for a period of thirty (30) days.

5.03 In the event that students express interest in maintaining the club's existence, the Student Issues Committee may choose to transfer executive responsibility to the students.

(1) An expression of interest must be completed and submitted during the thirty (30) day period stated in section 5.02 and requires:

- i. A list of all four (4) club executive members as outlined in the Clubs Operating Policy.
  - a. Full names, student numbers, e-mail addresses, phone numbers, and position title must be included.
  - b. 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.

5.04 Should executive responsibility be reassigned, all membership is reset. The new executive must submit a complete membership list and all membership fees within thirty (30) days or lose their appeal for club maintenance.

#### **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 Issues 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.



King's University College Students' Council  
**CLUBS RATIFICATION AND DERATIFICATION  
PROCEDURE**

---

PAGE | 4 of 4

- (3) Any new Procedures and amendments to any existing Procedures must be ratified by the Executive Council before taking effect.
- (4) Any decision by the Executive Council may be overturned by a two-thirds (2/3) vote of council.