

Capilano Students' Union Clubs Policy

1. Membership Criteria

- a. Club membership shall be open to students, staff and faculty members of Capilano College.
- b. Each club shall consist of a minimum of three members of the Capilano Students' Union.

2. Registration Criteria

- a. To be eligible for initial registration the club shall submit to the Students' Union:
 - i. A membership list
 - ii. A list of Executive Committee members (or other contact persons) and signing officers
 - iii. A signed copy of the default Club Constitution and Bylaws provided by the CSU, or a written constitution and bylaws that shall include:
 - o A statement of aim(s) and purposes
 - o Procedures for holding meetings of its membership
 - o The composition of and election procedures for an Executive Committee (or equivalent)
 - o A clause which requires the transfer of all assets to the Students' Union upon dissolution of the club
 - iv. The signing officers shall sign a Club Liability Disclaimer and advise all club members of the nature of the disclaimer. Signing officers must be 19 years of age or older.
- b. To remain eligible for registration the club shall submit to the Students' Union each semester:
 - i. An updated membership list
 - ii. A list of current Executive Committee members (or other contact persons) and signing officers
 - iii. A report of the club's activities in the previous semester the club was active (if applicable)
 - iv. A written copy of any changes to the Constitution and Bylaws duly made in the previous semester

3. Club Finances and Accountability

- a. Clubs may maintain a core operating fund and/or a Students' Union trust account. Any student groups that receive extensive external funding shall not be eligible to register as CSU clubs.
- b. Determinations of "extensive external funding" shall be made at the discretion of the CSU Policy Committee. "Extensive external funding" may include but shall not be limited to direct funding from an organization of the same name, or in-kind donations from an external organization.
- c. Clubs may submit a core budget grant application to the Students' Union each semester. Core budget grants shall be allocated on a first come first served basis; once the budget is exhausted no more funds will be granted.
- d. Clubs may collect a membership fee of \$2 per semester for each member of the club in good standing. Membership fees shall be held by the Students' Union in the respective core operating fund account.
- e. Unused funds held in the clubs' trust accounts shall carry forward semester to semester, except that if a club becomes inactive all funds shall revert to the Students' Union after a minimum of two semesters of inactivity by the club. The funds shall be reallocated following the clubs registration deadline in the Fall and Spring semesters. All such funds shall revert to the general clubs line item.
- f. Any fundraising activities that occur on the college campus must comply with any of the existing policies of Capilano College and the regulations of the BC Gaming Commission.
- g. Clubs shall not maintain separate bank accounts.
- h. The clubs signing officers shall make any request for reimbursement. Reimbursement shall be by cheque upon receipt of a CSU cheque requisition form supported by documentation satisfactory to the Students' Union.
- i. No reimbursements shall be made that exceed the core budget allocation for the club.
- j. Membership fees, core operating grants and special event funding shall not be spent on alcohol or used to provide stipends to any club member.

4. Resources Available to Clubs

- a. Room bookings: clubs may book space on campus for meetings or events. Requests should be made to the Membership Outreach Coordinator at least one week before the desired booking date and time.
- b. Photocopy/Printing services: photocopying and printing at the CSU is free for clubs, but will be limited to posters advertising meetings & events, meeting minutes and agendas, and brochures or pamphlets produced by the club, to a maximum of 500 black & white copies and 40 colour copies per club per semester.
- c. Clubs may book the CSU Lounge for showing movies or for other events through the CSU Services Coordinator. Movies will require prior approval by the executive committee. Please refer to the CSU Staff for further information about organizing events in the Lounge.
- d. Club correspondence may be received at the CSU office either by fax or Canada Post. The fax number is (604) 984-4995. The mailing address is Maple 116 – 2055 Purcell Way, North Vancouver, BC, V7J 3H5.
- e. Clubs may request a discussion board or e-mail list hosted on the CSU web server (www.csu.bc.ca) for use by club members. The club must designate one of its members as a moderator. Individual club members will have the ability to post freely to the discussion board. All members of the Union may access the board as "guests" but may not post unless admitted to the particular club. CSU Staff will have moderator privileges on all clubs discussion boards.

5. Recognition of Students' Union Sponsorship

- a. All club publications and/or promotional materials shall include the Capilano Students' Union clubs logo in a prominent location.

6. Club Conduct, Regulations and Appeals Process

- a. Clubs must abide by the Capilano Students' Union bylaws and policy. Copies are available for reference in the CSU Office and via e-mail by request.
- b. Clubs may not perpetrate conduct that discriminates against or incites hatred towards other persons or groups including, but not limited to, racist, sexist, misogynist or homophobic/heterosexist behaviour.
- c. The Students' Union permanent staff members shall have administrative authority over club operations, and may suspend the activities of any club found to have violated any CSU By-Law, Rule, Standing order, or Administrative Policy.
- d. Decisions of the Students' Union staff may be appealed, in writing, to the CSU Policy Committee.

CSU CLUB LIABILITY RELEASE FORM

_____ (“the Club”) acknowledges that as a CSU Club as defined by CSU policy, the Club is solely responsible for the Club’s fiscal management. The Club acknowledges that CSU, its officers, employees, 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, members, employees, agents or independent contractors.

In consideration of being allowed to operate as a CSU Club in accordance with CSU rules, standing orders and policies, the Club hereby releases and agrees to indemnify CSU, its officers, employees, 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, members, employees, agents or independent contractors.

signature of a club officer*

print name and office held

date

signature of a club officer*

print name and office held

date

* Signing officers must be 19 years of age or older.

Sample Constitution and Bylaws for Clubs

OVERVIEW

A constitution is a set of written regulations governing the operation of an organization or club. All professional organizations have a constitution.

The following are included in a constitution:

- the aims, purposes and objectives of the club.
- how the Executive is elected, how long each officer serves, their duties and powers, provisions for recall, and how vacant terms are filled.
- how the constitution can be amended, including what kind of notice is required for a meeting, procedures for voting, and procedures for passing an amendment.
- whether or not extra fees are to be, or can be, levied for a specific purpose.

The following points should be kept in mind:

- membership must be open to any student, staff, or faculty member of the College.
- membership privileges and obligations must be clearly outlined to each new member.
- membership periods should be no longer than one semester since budgets are applied for on a semesterly basis.
- each club must hold at least one meeting per term and meeting minutes must be kept to record decisions of the group.
- officers must be elected, not appointed, and can take office for up to a year;
- where needed, provisions should be made for a discipline committee to investigate willful breaches of club policy and decisions, and recommend a mediation procedure.
- the club must decide who will be the signing authority with the CSU for supplies and purchase reimbursements, and who will acquire a club email account and/or moderate an online club forum if desired. Signing authorities must be 19 years of age or older.
- clubs by default rely on **Robert's Rules of Order** for the conduct of business, or recognize in the constitution another formal meeting procedure, such as consensus decision-making.

SAMPLE CONSTITUTION AND BYLAWS FOR STUDENT CLUBS

Constitution of _____ (club name)

I Purposes and Aims

II Membership

1. Membership shall be open to all Capilano College students in good standing with the Capilano Students' Union.
2. Membership can also be open to College staff or faculty. If any restrictions are to be placed on these associate members the restrictions must be noted in the club constitution, and are subject to approval by the CSU Policy Committee.
3. A member may be expelled from the club by a 2/3 majority vote at a quorate meeting. The duration of the penalty must be determined before the expulsion vote is conducted. An expelled member has the right to appeal, and may rejoin the club if a 2/3 majority vote at a quorate meeting permits this.
4. Clubs may choose to charge a membership of two (2) dollars per semester.

III Executive Responsibilities

1. The Executive shall include the Club Liaison and may also include any other positions as required.
2. All members of the Executive must be student members of the club.
3. All members of the Executive shall be voted into their positions via an election. For single nomination positions, a yes/no vote shall be held. No member can be appointed to an executive position unless the appointment is less than a month in duration.
4. The club's Executive members shall:
 - a. conduct all club meetings
 - b. be ex-officio members of all committees within the club
 - c. schedule at least one meeting per month (the exceptions being December and April), and must give advance notice to the CSU of the meeting dates and locations.
 - d. be responsible for promoting the club to the campus community;
 - e. be responsible for club correspondence.
 - f. record minutes of all meetings
 - g. file one report per term detailing club activities.
 - h. renew their registration every semester by submitting an updated membership list to the CSU by the third week of the semester.
 - i. keep a record of allocation of club funds; periodically check and updates the club's asset list; give an account of the club's financial standing and make the record books open to the club members or to the CSU if requested to do so (see section VII).
5. Any Executive member may be impeached by a 2/3 majority vote at a quorate meeting. Reinstating such a member can be done by a similar vote.

IV Meetings

1. Clubs must decide on a quorum, i.e. the minimum number of executives and members necessary to conduct official club business. The default and minimum acceptable quorum is 3 members OR 10% of club membership, whichever is higher.
2. If the club chooses a different quorum requirement it must be noted in the club constitution, and is subject to approval by the CSU Policy Committee.
3. At least two official meetings must be called per semester.
4. Club meetings should be well posted at least 48 hours in advance using e-mail, website, posters, etc.
5. Minutes shall be recorded for all meetings and submitted to the CSU in a timely fashion.

V Elections and by-elections

1. An election will be held at least once per semester.
2. The results of any election are recorded in the CSU Club Registration form that is submitted to the CSU each semester.
3. Any student member of the club may hold an executive position (as outlined in Section III).
4. Votes may be cast by secret ballot or a simple show of hands. Majority vote wins.
5. If for any reason an executive position becomes vacant, a new executive member must be elected. The CSU should be notified of changes to the executive.

VI Amendments

1. Notice of proposed amendments to the constitution must be given at the meeting prior to the one in which the vote shall take place.
2. Amendments to this constitution require a 2/3 majority vote.

VII Dissolution

1. This club will be dissolved if:
 - a. a 2/3 majority of quorum votes to do so
 - b. the club fails to have a quorate meeting in the semester
 - c. the club fails to submit meeting minutes to the CSU.
 - d. club membership falls below the CSU minimum requirement of three members.
 - e. The club fails to produce satisfactory documentation of its expenses and other financial transactions.
2. In the event of the club’s dissolution, all club assets become property of the CSU.

VIII Special Club Policies

This constitution approved by:

Club Liaison: _____

Club Member: _____

Club Member: _____

Date: _____