



**BRESCIA UNIVERSITY COLLEGE STUDENTS' COUNCIL  
CLUBS CONSTITUTION  
(Revised on October  
2017)**

*The mission of a BUCSC club is to provide valuable experiences and opportunities to all Brescia University College students that enhance their skills, experiences and knowledge. BUCSC clubs will be inclusive, non-discriminating and include appropriate content. BUCSC clubs will be inclusive to all Brescia University College students regardless of their race, program, financial status, sexual orientation or any other factors. BUCSC clubs will work with the BUCSC and follow their guidelines and policies. Finally, BUCSC clubs will strive to provide services and clubs Brescia UC students are seeking or would enjoy.*

**BUCSC** means the Brescia University College Students' Council;

**BUC** means Brescia University College

A **club member** is defined as an undergraduate student who is a member of a ratified club. A club's membership must be open to all undergraduate students at Brescia University College. A club is permitted to no more than one third of students from other campuses (i.e., Kings, Huron, and Main Campus) provided that their home campus does not have an equivalent club

The **Clubs Constitution Committee (CCC)** is defined as a committee of individuals made up of the Clubs Commissioner, Vice President Student Events, BUCSC General Manager and 4 students at large. The CCC is charged with overseeing ratification of all clubs once per year, meeting to discuss club activities, and make decisions in regard to complaints or actions against ratified clubs.

The **Leadership Team** is any member of the group who exemplifies a leadership role greater than a general member. The Leadership Team may include, but is not limited to: the President or Team Leader, the Vice President and the executive team. The President or Team Leader of each club must be a registered undergraduate Brescia student.

A **club advisor** is defined as an employee (staff or faculty) of Brescia University College who assists and mentors the club leadership team of a Brescia club. A club advisor should have a firm understanding of how the club is developed, governed, and administered by the student membership. A club advisor should meet regularly with a member of the club-leadership or executive team and provide on-going guidance and support.



## **CLUBS CONSTITUTION**

### **CLUBS CONSTITUTION COMMITTEE: TERMS OF REFERENCE**

1.0 The Clubs Constitution Committee (CCC) shall be composed of the following members (voting):

- 1.1 Clubs Commissioner, chair;
- 1.2 Vice President Student Events, co-chair;
- 1.3. Four (4) students at large, voting; and,
- 1.4. The BUCSC General Manager

2.0 A CCC member shall not be a current member of any club executive;

3.0 The CCC shall:

- 3.1 Review club applications and ratify qualified organizations as BUCSC clubs;
- 3.2 Approve new club Constitutions and amendments to existing Constitutions
- 3.3 Ensure that all clubs abide by the Clubs Constitution
- 3.4 Determine whether or not a club has violated the Clubs Constitution or any other governing document of the BUCSC or Brescia University College;
- 3.5 Impose sanctions where appropriate; and,
- 3.6 Undertake any further actions or decisions necessary to ensure an effective and efficient clubs system.
- 3.7 In the case that the CCC is unable to meet, (between April and September), the BUCSC Executive team can make decisions on behalf of the CCC.
- 3.8 In the case that a full CCC cannot be gathered due to lack of participation or interest, the BUCSC Executive team will act as the CCC until such time that a full committee can be recruited.

## **CLUBS CONSTITUTION**

### **PROCEDURE FOR RATIFICATION**

#### **1.0 REQUIREMENTS FOR RATIFICATION:**

1.1 To be considered for ratification, an organization must submit a completed Clubs Ratification Application to the BUCSC. The Clubs Ratification Application can be found through the BUCSC website, [www.bucsc.ca](http://www.bucsc.ca). Please note that only electronic versions of the application will be considered.

- 1.1.1 The ratification form must open in the summer from July 15<sup>th</sup> until August 15<sup>th</sup>.
- 1.1.2 Clubs must be notified no later than September 1<sup>st</sup> on whether they were successful or not with ratification.



1.2 A clubs' ratification spans the time period of initial approval by the CCC until April 30th of the following year. After this time during the period spanning April until ratification approval on September 1<sup>st</sup>, organizations are no longer considered a ratified club under the BUCSC.

1.3 In the case that a potential club provides a service found at Brescia, their application will not be ratified and they will be directed to work with the already existing service. (Example: Campus Ministry offers students of all faiths programming and leadership opportunities. Students will be directed to work alongside the Chaplain.)

1.4 In the case that a potential club violates the BUCSC mission statement, the Clubs Constitution Committee holds the right to deny their ratification.

1.5 At any time during the ratification process, clubs can be contacted in regards to their application.

## **2.0 CLUBS CONSTITUTION COMMITTEE DECISION:**

2.1 The Clubs Commissioner shall schedule a meeting of the CCC to consider applications for ratification. Such meetings shall occur as are necessary.

2.2 An organization must be able to demonstrate:

2.2.1 Distinctiveness – the organization must be readily distinguishable from all other existing BUCSC clubs;

2.2.2 Student interest; and,

2.2.3 Alignment with the vision, mission, and values of the BUCSC and Brescia University College.

2.3 Notice of the CCC's decision shall be given to a club within two (2) due date provided by the BUCSC.

## **3.00 TRAINING**

3.1 At least two (3) members of the leadership or executive team from each ratified club must attend a Club Training.

3.1.1. Club training will be overseen by the Clubs Commissioner and Vice President Student Events under the guidance of the BUCSC General Manager

3.1.2. One (1) Club training will take place within the first weeks of September.

3.1.2.1. A make-up training date may be scheduled for members who are unable to attend the original date, pending there is a valid excuse, which must be approved by the CCC.

3.1.3. Club members attending the training must not be current members of the BUCSC;

3.1.4. Failure to attend the Clubs training will lead to the automatic de-ratification of the club.



3.2 It is the responsibility of the representatives attending the training to ensure that all members of their club's executive or leadership team are aware of the policies and procedures outlined during the Club Training.

3.2.1 In the case that an executive/leadership member breaks policies or procedures, the club may receive sanctions.

3.3 Ratified clubs may be required to attend additional training to be educated on changes in policy of the BUCSC or Brescia University College.

#### **4.0 CLUBS WEEK**

4.1 All ratified clubs are required to participate in the BUCSC designated Clubs Week to be held in the first two months of the academic year.

4.1.1 The CCC must notify the President or Team Leader of each club about the date and time of Clubs Week, no later than September 1<sup>st</sup>.

4.2 Each club will be given one table in which they can use to advertise their group and collect membership fees.

4.3 Failure to participate in the designated Clubs Week could lead to the de-ratification of the club.

4.4 No club is permitted to hold a separate membership drive outside of the designated Clubs Week.

#### **5.0 APPEAL**

5.1 An organization that has been denied ratification may appeal to the CCC.

5.2 The decision of the CCC shall be final.

### **CLUBS POLICY GENERAL CLUB PROCEDURES**

#### **1.0 CLUB REVIEW**

1.1 **Clubs Programming Review:** The Clubs Commissioner with assistance from the Vice President Student Events shall be responsible for ensuring that each club adheres to its mandate when engaging in activities and when conducting its day-to-day affairs.

1.2 The Clubs Commissioner, on advice of the Vice President Student Events, may call upon the CCC to conduct reviews to ensure, among other things, the financial integrity of the club, the integrity of the club's general operations and that the club's programming complies with the club's mandate. A club is required to work with the CCC and comply with any requests made of it.



## **2.0 CLUB FINANCIAL ASSISTANCE PROCEDURE**

- 2.1 The BUCSC provides clubs with financial backing through a Grant policy which can be found on the BUCSC website (bucsc.ca);
- 2.2 Ratified clubs who submit grant requests are required to speak to the Chief Financial Officer before submitting their application.
- 2.3 All grant applications must be submitted at minimum four (4) weeks before the funds are required.
- 2.4 All decisions made regarding the clubs grant application are final.
- 2.5 In order for a club to receive financial assistance, they must have a bank account in the name of the club. No funds will be given in the name of an individual unless discussed beforehand with the Chief Financial Officer.

## **3.0 EVENT PLANNING & RISK MANAGEMENT**

- 3.1 A club is required to submit an event planning and risk management summary the Brescia University College Events Review Committee;
- 3.2 A club is required to work with the BUCSC to reduce the club's exposure to risk and to ensure that the health and safety of event organizers and participants are sufficiently protected.
- 3.3 All clubs must abide by BUCSC governing documents and Brescia University College policies and procedures in order to reduce the club's exposure to risk and the BUCSC's exposure to risk brought about by the club's events.
- 3.4 Any club interested in hosting an event must determine if the Brescia University College Alcohol Policy applies, and abide fully by this policy.
- 3.5 The CCC and the BUCSC reserve the right to cancel any club event or activity that is deemed as potentially harmful to individual members of the club, the public, or the reputation of the BUCSC and Brescia University College.



#### **4.0 CLUB INSURANCE**

4.1 BUCSC ratified Clubs operate as a subset of the BUCSC. As a result, clubs shall be insured under the BUCSC's general liability insurance policy. The club will only receive insurance for any liability provided for under the BUCSC's policy, with the condition that the event has received risk management approval.

#### **5.0 USE OF BUCSC OR BRESCIA LOGO OR NAME**

5.1 Any club wishing to incorporate the BUCSC or Brescia logo or name in any sign, letter, invoice statement, email correspondence, poster, et cetera must seek the BUCSC's and Brescia University College's prior consent to such use.

5.2 Clubs must follow the logo and colour outlines provided by Brescia University College in all merchandise that features the words "Brescia" and/or the logos of both the BUCSC and BUC.

5.2.1 Any club found in violation of 5.2 will be asked to cease use of the logo or name in question, possibly affecting a club's creation or sale of merchandise.

#### **6.0 COMMUNICATION**

6.1 A club is required to work with the Clubs Commissioner and the Chief Communications Officer regarding any and all promotional material, including social media.

6.2 Clubs are required to send any emails addressed to students to the Chief Communications Officer and the Brescia Buzz Editor by the date determined by the BUCSC to ensure they are included in the Brescia Buzz that will be sent to the Buzz subscribers.

6.2.1 Clubs are requested to the Brescia University College Communications, Marketing and External Relations Officer, if they would like communications or promotional material sent out to Brescia University College students.

6.2.2 All communications sent to general members on a club's membership list may be sent without previous approval from the Chief Communications Officer. Only communications intended for the Brescia University College student body as a whole must be sent to the Chief Communications Officer or the Brescia University College Communications, Marketing and External Relations Officer.

6.3 Clubs are expected to respect any and all social media resources they use, e.g. email, Facebook, Instagram, Twitter, etc.

6.3.1. Spamming of any kind is not acceptable and can result in sanctions against a club found guilty of this.



6.4 Clubs are required to keep in constant communication with the Clubs Commissioner and/or Vice President Student Events, in a timely manner.

### **CLUBS POLICY STATEMENT OF CLUB PRIVILEGES**

1.0 The BUCSC provides clubs with privileges provided those clubs adhere to the Clubs Policy and comply with any other restrictions or requirements imposed by the CCC and BUCSC. Privileges extended to ratified clubs include the following:

- 1.1 to attend a Clubs training and be educated in BUCSC and Brescia University College policies and procedures, event and risk management, and financial planning;
- 1.2 to be listed as an official BUCSC club;
- 1.3 to use the designated BUCSC clubs storage area for club property;
- 1.4 to solicit members and collect membership fees;
- 1.5 to apply for and receive grants where qualified
- 1.6 to receive assistance from the Chief Financial Officer or Clubs Finance Commissioner when preparing club financial statements;
- 1.7 to receive assistance from the Vice President Student Events, and the Clubs Commissioner with respect to planning club events and any other issues faced by the clubs;
- 1.8 to receive assistance from the Vice President Student Events and the Clubs Commissioner to ensure club activities comply with the BUCSC's, and Brescia University College's policies and procedures;
- 1.9 to receive insurance coverage for BUCSC approved club activities and events;
- 1.10 to be given space in any BUCSC Clubs Week event;
- 1.11 to post approved club notices, advertisements, etc. on appropriate bulletin boards as designated by the Chief Communications Officer; and,
- 1.12 to have access to BUCSC resources such as the BUCSC sound system, when possible.
- 1.13 To be given space at Brescia for their various clubs events upon approval by the Brescia University College Events Review Committee.

### **CLUBS POLICY STATEMENT OF CLUB RESPONSIBILITIES**

1.0 Every club's leadership team must fulfill the club's responsibilities owed to the BUCSC and to the club's membership. Club responsibilities include the following:



## **1.1 Administrative Duties:**

- 1.1.1 to advise and review with the club's members, on a yearly basis, any relevant BUCSC governing documents and the club's constitution;
- 1.1.2 to maintain an active email account as provided by the BUCSC President.
- 1.1.3 to ensure that a current Constitution is filed with the BUCSC;
- 1.1.4 to submit the following to the BUCSC, unless otherwise stated, by the dates specified by the Vice President Student Events and the Clubs Commissioner:
  - 1.1.4.1 Fall:
    - 1.1.4.1.1 a summary of planned events for the upcoming year;
    - 1.1.4.1.2 a detailed budget;
    - 1.1.4.1.3 a membership list, including names, student numbers, campuses and email addresses; and,
    - 1.1.4.1.4 a report of money collected from membership fees or other sources;
  - 1.1.4.2 Spring:
    - 1.1.4.2.1 New President or Team Leader contact information; and,
    - 1.1.4.2.2 the club's final report, which shall include the information provided below;
      - i. a detailed summary and evaluation of all club activities that have taken place during the year;
      - ii. a list containing the dates of all membership and executive meetings held during the year;
      - iii. a detailed report on finances, including a statement of revenue and expenses for the fiscal year; and,
      - iv. any other information requested by the BUCSC and/or the CCC.
- 1.1.5 To ensure that an executive club member attends all mandatory BUCSC Club's meetings as set by the Clubs Commissioner, Vice President Student Events or CCC;
- 1.1.5 To review the club's Constitution on a yearly basis to ensure that the club is complying with its mandate and is operating in accordance with its Constitution;
- 1.1.6 To forward all proposed constitutional changes within one week of changes being made for approval by the CCC;





## 1.2 Event Management

- 1.2.1 to submit the appropriate event planning and risk management summaries to the Brescia University College Events Review Committee for approval prior to any event. Summaries for an event involving alcohol must be submitted five weeks prior to the event, and summaries for an event not involving alcohol must be submitted four weeks prior to the event. Failure to submit the required forms in the appropriate time could result in proposed event being denied.
- 1.2.2 to work with and comply with requests made by the BUCSC to reduce the level of risk posed by any particular club or club activity;
- 1.2.3 to ensure that any club event complies with the relevant policies or procedures including, but not limited to:
  - 1.2.3.1 Clubs Constitution, applicable to all clubs;
  - 1.2.3.2 Brescia University College Alcohol Policy, for any events involving alcohol;
  - 1.2.3.3 Brescia University College Risk Management Policy
- 1.2.4 to report any incidents that arise during any event involving personal injury or theft, loss of, or damage to property to the Vice President Student Events immediately.
- 1.2.5 To ensure that clubs make their best effort to work together on events that are similar in nature. For example: Club A plans a networking event in October, and Club B wants to host a networking events in October. It is advised that Cub A and B work together in order to maximize event participation and decrease the amount of repeat events.

## 1.3 Membership:

- 1.3.1 to ensure that the club's membership is open to all Brescia University College undergraduate students regardless of program, year, sex, gender, previous education, financial status, cultural background, race, sexual orientation etc;
- 1.3.2 to have, without exception, executives and club President or Team Leaders, comprised exclusively of undergraduate students at Brescia University College;
- 1.3.3 Each club may be open to individuals who are not enrolled in a Brescia undergraduate program.
  - 1.3.3.1 Clubs must ensure that no more than one-third of club membership are non-Brescia students, and that non-Brescia students are considered non-voting.
- 1.3.4 to ensure that the club maintains at least five (5) members at all times, the exceptions being during times of startup or recruitment;
- 1.3.5 to ensure fair representation of the membership and allow equitable participation by all members;



## **1.4 Meetings:**

- 1.4.1 to hold an annual clubs meeting, during which the club executive or leadership team is elected or selected and the constitution is reviewed;
- 1.4.2 to only provide registered Brescia student club members with the right to vote during meetings;
- 1.4.3 to ensure that each voting member is provided with only one (1) vote regardless of whether or not the member holds executive status;
- 1.4.4 to host at least three (3) club meetings per year unless permission for fewer meetings is sought from the CCC;
- 1.4.5 to ensure that each club meeting is preceded by reasonable notice given to each member at least seven (7) days prior to the meeting taking place and is reasonably accessible by all members;
- 1.4.6 to ensure that quorum is met. Quorum shall be at least five (5) members or twenty percent (20%) of the club's voting membership, whichever is more; and,
- 1.4.7 to designate an individual to take minutes at each club meeting, and have a copy of those minutes available upon request.

## **1.5 Financial**

- 1.5.1 to maintain detailed financial records;
- 1.5.2 to operate for the benefit of the club's membership;
- 1.5.3 to ensure that the club remains financially viable and does not operate in a deficit position;
- 1.5.4 to limit access to club accounts by granting signing authority to two (2) to three (3) signing authorities based on the clubs discretions;
- 1.5.5 to ensure that any membership fees are established at the club's annual general meeting;
- 1.5.6 to permit any member of the club to review the club's financial account; and,
- 1.5.7 to refund a member's membership fees in accordance with the club's Constitution and refund policy.
- 1.5.8 to prepare a financial report upon request from the BUCSC Executive and any other requirements as per the Grants Policy.

## **1.6 Elections**

- 1.6.1 Each club is required to have in place an elections policy that clearly outlines the process in which their leadership team or executive is elected each year.
- 1.6.2 Each clubs is required to have in place a selection policy that clearly outlines the process in which their leadership team or executive members are selected each year.
- 1.6.3 All clubs are encouraged to look at the BUCSC Elections Policy found on the BUCSC website, [www.bucsc.ca](http://www.bucsc.ca).

## **1.7 Compliance**

- 1.7.1 to ensure that the club adheres to its Constitution and mandate;
- 1.7.2 to familiarize itself with and adhere to all applicable BUCSC and Brescia University College governing documents, including the following:
  - a. Clubs Constitution, applicable to all clubs;
  - b. any discrimination and harassment policies, and;
  - c. Alcohol Policy and Risk Management Policies, for any events.
- 1.7.3 to ensure that the club abides by all municipal, provincial and federal regulations, laws and statutes.



## **1.8 Communication**

- 1.8.1 to maintain constant communication with the Clubs Commissioner, the Vice President Student Events and the BUCSC;
- 1.8.2 to familiarize themselves with and adhere to all BUCSC and Brescia University College Communication policies and documents.

## **CLUBS POLICY HEARING AND SANCTIONING PROCEDURE**

### **2.0 HEARING PROCEDURE:**

2.1 The investigation of a club may be initiated under the following circumstances:

- 2.1.1 by the receipt of a complaint to the Clubs Constitution Committee;
- 2.1.2 on the CCC's own initiative; or
- 2.1.3 on the recommendation of the Clubs Commissioner, Vice President Student Events, any member of the BUCSC Executive or the BUCSC General Manager.

2.2 The complaint must be submitted to the Vice President Student Events within ten (10) days of the date of the alleged violation. The Vice President Student Events will then call a meeting of the CCC.

- 2.2.1 An application for an extension of time allotted for submitting a complaint may be submitted to the Vice President Student Events. An explanation as to why the complaint was not submitted within the allotted time must be provided.

2.3 Within ten (10) days of the date that the CCC is notified of the complaint, the club alleged to have committed a violation shall be notified and provided with an opportunity to respond.

- 2.3.1 Clubs will be entitled to provide a written response to the allegation(s) or appear in person to respond to the allegation(s), or will be entitled to both.

2.4 The complaint must be submitted to the Vice President Student Events within ten (10) days of the date of the alleged violation. The Vice President Student Events will then call a meeting of the CCC.

- 2.4.1 An application for an extension of time allotted for submitting a complaint may be submitted to the Vice President Student Events. An explanation as to why the complaint was not submitted within the allotted time must be provided.

2.5 Within ten (10) days of the date that the CCC is notified of the complaint, the club alleged to have committed a violation shall be notified and provided with an opportunity to respond.

- 2.5.1 Clubs will be entitled to provide a written response to the allegation(s) or appear in person to respond to the allegation(s), or will be entitled to both.



- 2.6 Unless the circumstances require otherwise, a club will be permitted to review the complaint documents.
- 2.7 The CCC shall determine whether or not the allegations made against a club are warranted. A complaint will be warranted for any of the following reasons:
- 2.7.1 the club breached any of the responsibilities outlined in the Clubs Constitution including the Statement of Club Responsibilities;
  - 2.7.2 the club breached any of the BUCSC's or Brescia University Colleges' governing documents;
  - 2.7.3 the club repeatedly disregarded requests for compliance made by the Vice President Student Events, the Clubs Commissioner, the BUCSC or the CCC; or,
  - 2.7.4 the club misused or abused a BUCSC service or privilege.
  - 2.7.5 Any circumstance that the CCC, the BUCSC, or BUC deems necessary to investigate.
- 2.8 The CCC must notify the complainant and the club of its decision in writing within three (3) days of the date the decision was made.
- 2.9 The CCC's notice of its decision must specify:
- 2.9.1 the CCC's decision;
  - 2.9.2 the reasons for the decision;
  - 2.9.3 the sanction(s) imposed, if any; and,
  - 2.9.4 whether any right to appeal exists, and if so, the time in which an appeal must be made.

### **3.0 SANCTIONING PROCEDURE:**

- 3.1 A club found in violation of the Clubs Constitution or on advice from administration may be sanctioned where and as deemed appropriate by the CCC.
- 3.2 Any sanction(s) imposed must be in proportion to the infraction taking into consideration, amongst other things, the following:
- i. the type of violation;
  - ii. the club's level of responsibility, including any action taken by the club with the intent to avoid or mitigate against a violation;
  - iii. the club's intent prior to and while committing the violation;
  - iv. the circumstances or events preceding the violation;
  - v. the persistence of the violation;
  - vi. the club's past history of committing violations;
  - vii. the number of violations before the CCC at that time;
  - viii. the harm caused by or resulting from the violation;
  - ix. the club's actions or behaviour since the violation, including any actions regarding restitution taken by the club; and,
  - x. the level of remorse demonstrated by the club.



3.3 The CCC may sanction a club in any one or more of the following forms:

3.3.1 Warning: a club will receive a written warning for minor violations, as decided at the CCC's sole discretion;

3.3.2 Club General Manager: the club General Manager

3.3.3 Meeting: a club's Team Leader or President will be required to attend a meeting with the Clubs Commissioner, Vice President Student Events, BUCSC General Manager and the CCC or BUCSC Executive team. Failure to attend this meeting could lead to further sanctions against the club without prior knowledge.

3.3.4 Prohibition: a club will be prohibited from exercising the privileges associated with the type of infraction committed including hosting or participating in events.

3.3.5 Probation: a club will be placed on probation if the club has: (1) acquired repeated warnings and/or sanctions; (2) has seriously breached the BUCSC's or Brescia University College's policies or procedures, on in the discretion of the Committee and or the BUCSC.

3.3.5.1 While on probation, a club may be suspended from all or a combination of the privileges outlined in the Statement of Club Privileges that forms a part of the Clubs Constitution for any set period of time. The CCC shall set the period of time during which the sanction is imposed and the criteria necessary to rectify its probationary status.

3.3.5.2 De-ratification: a club will lose their status as a BUCSC ratified club and all of the privileges associated with ratification.

3.4 The decision of CCC is final.

