



Brescia University College Students' Council
CLUB RATIFICATION PROCEDURE

EFFECTIVE: November 2017

SUPERCEDES: N/A

AUTHORITY: Council

RATIFIED BY:
Council as of
November 2017

RELATED DOCUMENTS:

N/A

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1.0 GENERAL

- 1.01 This document governs the procedures for ratification within the BUCSC Clubs system;
- 1.02 Any reference to "day" or "days" shall refer to business days only and shall exclude statutory holidays, the BUCSC winter closing period and any days the BUCSC office is not operational;
- 1.03 Any reference to "Executive" or "Club Executive" shall refer to those designated by the Club;
- 1.04 Any reference to "person" or "persons" shall refer to an individual, group of individuals, or corporate entity;
- 1.05 Any reference to "Club" or "BUCSC Club" shall refer to an organization that has been ratified by the BUCSC in accordance with the Club Ratification and De-Ratification Procedure.

2.0 DEFINITIONS

- 2.01 “**Academic Club**” refers to a club that directly programs initiatives and/or events that enhance student learning within their School. Examples: School of Food and Nutritional Science;
- 2.02 “**BUCSC**” refers to the Brescia University College Students’ Council;
- 2.03 “**BUC**” refers to Brescia University College;
- 2.04 “**CCC**” refers to the Clubs Constitution Committee;



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2.05 “**Interest Club**” refers to a club that directly programs initiatives and/or events that enhance student experiences relating through like interests. Examples include: fundraising, hobbies, shared-causes.

3.0 REQUIREMENTS FOR RATIFICATION

3.01 To be considered for ratification, an organization must submit an application package consisting of the following:

- I. **Cover Letter:** A typed cover letter stating the organization’s desire to be ratified along with the names and email addresses of two (2) representatives of the organization;
- II. **External Affiliation Form:** If the proposed student organization has any affiliation with an external organization as defined in the External Affiliation provisions of Clubs Policy: Clubs Operating Policy, then the applicant must submit a form describing the nature of the relationship, which will be provided by the Student Organizations Support Staff, and submit any supporting documentation requested by the Student Organizations Support Staff;
- III. **Written Statement:** A written statement, up to a maximum of three (3) pages, that answers the following questions:
 - a. What is the objective or mandate of the club?
 - b. Explain why your organization wishes to be ratified as a club under the purview of the BUCSC;
 - c. How is this club unique and distinct from existing clubs?
 - d. Explain the physical, financial and other risks associated with the club.
- IV. **Constitution:** A proposed club constitution that is drafted in accordance with the Club Constitution Guideline, and is formatted the same or similar to the Club Constitution Template;



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- V. **Membership List:** A membership list containing at least five (5) current undergraduate student names, and contact information for those prepared to join the organization once ratified;

- VI. **Budget:** A proposed club budget that gives a plan for the expenditures of club membership fees. Student club fee must be indicated in the submitted budget. The budget should also list any anticipated revenue streams and how this money will be spent. The budget must include insurance and administrative deductions that will be taken from the club account budget templates shall be made available by the Clubs Finance Commissioner or Vice President Finance;

- VII. **Designated Email:** Each club must have a club email with their club name. Personal emails will not be accepted;

- VIII. **Description and Schedule of Events/Activities:** A detailed itinerary of proposed club events/activities planned for the academic year. The itinerary should include:
 - a. a description of the proposed events;
 - b. potential venues;
 - c. marketing strategies for these events and;
 - d. A brief explanation of how the event/activity will contribute to the mandate of the proposed student organization.

3.02 This application must be submitted online as an electronic file to the Clubs Commissioner:

- (a) This electronic form will be made available through the BUCSC website no later than one month prior to the due date of such forms.

3.03 An organization may meet with the Clubs Commissioner to ensure that all application requirements have been met. Any assistance from the Clubs Commissioner does not guarantee that the organization will be ratified;



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- 3.04 An organization must be able to demonstrate:
- I. **Uniqueness and Distinctiveness:** the organization must not have the same or a similar mandate to other existing clubs and must be readily distinguishable from all other clubs and services;
 - II. **Significant student interest;** and,
 - III. **Autonomy:** the organization must not be directed by any external organization(s), as outlined in the External Affiliations Policy, in such a way that the organization's conduct will conflict with BUCSC and University policies and procedures. This does not prevent the club from having a relationship with an external organization, and/or receiving resources from an external organization.

4.0 RATIFICATION PERIOD

- 4.01 Ratification of clubs shall take place no later than August 31st;
- 4.02 The Clubs Constitution Committee shall schedule a series of meetings during the designated ratification periods to consider new applications;
- 4.03 A club's ratification spans the time period of initial approval by the Clubs Constitution Committee (CCC) until April 30th of the following year. During the period spanning April until ratification approval in September, organizations are no longer considered a ratified club under the BUCSC.

5.0 CLUBS CONSTITUTION COMMITTEE DECISION

- 5.01 No organization may be ratified, within a period of time provided for within the Clubs Policy: De-Ratification Procedure that has the same name or mandate as a club that has been de-ratified;
- 5.02 Ratified organizations shall be notified by the Clubs Commissioner, or designate, within five (5) business days of ratification by an email sent to the organization's representative(s);
- 5.03 Organizations that are denied ratification shall be notified by the Chair or designate, within five (5) business days of the CCC's decision to not ratify the



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organization by an email sent to the organization's representative(s). The organization must be provided with the CCS's written reasons for its decision;

5.04 Executives of each organization are responsible for ensuring that its email account is capable of receiving emails. A club will be deemed to have its official email account active for any notice requirements.

6.0 REQUEST FOR RECONSIDERATION:

6.01 An organization that has been denied ratification may appeal to the Clubs Constitution Committee (CCC) for reconsideration. The organization shall have five (5) days from the date on which notice of the CCC's initial decision was provided to submit a Request for Reconsideration;

6.02 The organization's Request for Reconsideration must include the organization's written reasons for reconsideration that specifically address the CCC's reasons for denying initial ratification;

6.03 Any Request for Reconsideration must be submitted to the Clubs Commissioner. The CCC shall meet to consider and deliberate as soon as reasonably possible;

6.04 The Commissioner shall provide the CCC's decision with respect to ratification within five (5) business days of the CCC's decision by an email sent to the organization's representative(s). The organization must be provided with the CCC's reasons for its decision.

7.0 APPEAL

7.01 If a club wishes to appeal the decision reached by the CCC, they will have two (2) days to do so.



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8.0 RE-RATIFICATION OF A CLUB PREVIOUSLY DE-RATIFIED

- 8.01 At the time of de-ratification, the CCC can establish a probationary period of up to twelve (12) months during which a club with the same or similar mandate shall not be considered for re-ratification.
- 8.02 The probationary period established by the CCC should reflect the considerations made at the time of de-ratification.