



Concordia University of Edmonton

# Students' Association

## CLUBS & UNIONS POLICY

CONCORDIA STUDENTS' ASSOCIATION

CONCORDIA UNIVERSITY OF EDMONTON

EDMONTON, ALBERTA

2024-2025

**Concordia Students' Association**  
**Clubs and Unions Policy**

**Policy: CSA Clubs & Unions**

**Category: Organizational Policies**

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# **Concordia Students' Association**

## **Clubs and Unions Policy**

### **1.0 General Provisions**

#### **1.1. Definitions**

- 1.1.1. **Business Day:** a weekday on which the CUE Academic Calendar does not specify that the university is closed.
- 1.1.2. **Clubs:** Campus student groups who are directly responsible to the CSA VP Finance and Executive Council and are governed by the CSA's By-laws and policies.
- 1.1.3. **CSA:** Concordia Students' Association.
- 1.1.4. **CUE:** Concordia University of Edmonton.
- 1.1.5. **Fiscal Year:** The period over which annual financial statements are calculated; the CSA's fiscal year commences on May 1 and ends on April 30.
- 1.1.6. **Unions:** Are identified by their distinctive population and represent academic faculties at Concordia. Unions are directly responsible to the CSA VP Finance and General Council, and are governed by the CSA's By-laws and policies.

#### **1.2. Titles**

- 1.2.1. Titles of Clubs & Unions may include any of the following: Affiliation, Alliance, Branch, Coalition, Collective, Communion, Consortium, Council, Fellowship, Guild, League, Partnership, Society, Syndicate. Titles that only Clubs can use: Club. Titles that only Faculty Unions can use: Union.

#### **1.3. Applicable By-Laws and Policy**

- 1.3.1. All policies and procedures of Concordia Students' Association (CSA) are subject to the provisions of Alberta's current Societies Act, CSA Objects, and the CSA Bylaws. If there is a conflict between the provisions of any CSA policy or procedure and the provisions of the Societies Act or CSA Bylaws, then the provisions of the Societies Act or CSA Bylaws shall prevail.
- 1.3.2. The policies and provisions herein shall apply to all Club and Union activities on- or off-campus
- 1.3.3. The policies and provisions herein are subject to change without notice to Clubs/Unions. It is the obligation of Club/Union Executives to remain informed of any changes.

### **2.0 Governing Authority**

#### **2.1. Executive Council:**

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- 2.1.1.1. To approve or decline club or union events or activities at its discretion.
- 2.1.1.2. Approval or decline of applications for new clubs is at its discretion.
- 2.1.1.3. To ensure that procedures exist to support the creation and ongoing function of student-operated clubs and unions on campus.
- 2.1.1.4. To enforce minimum standards for student membership in recognized clubs and unions.
- 2.1.1.5. To monitor the prudent administration of financial resources of clubs and unions.

#### **2.2. General Council:**

- 2.2.1.1. To ensure that policies exist to support the creation and ongoing function of student-operated clubs and unions on campus.
- 2.2.1.2. To approve and amend budgets as needed according to 6. Budget Policy within the Finance Policy;
  - 2.2.1.2.1. The Finance Committee has the authority to present an altered budget to General Council should they believe a budget amendment is needed;
    - 2.2.1.2.1.1. When Finance Committee is presenting an altered budget to the General Council, the Club/Union's original budget must also be displayed.

#### **2.3. CSA Vice President of Finance:**

- 2.3.1. The CSA Vice President of Finance is responsible for overseeing and managing all clubs and unions. This is done by;
  - 2.3.1.1. Working with all clubs and unions to make sure that CSA bylaws and policies are followed and understood,
  - 2.3.1.2. Receiving semester reports from each active club and union for the annual audit,
  - 2.3.1.3. Advising clubs and unions on any questions or concerns they may have about running their club or union,
  - 2.3.1.4. In conjunction with the CSA General Council, approving in advance all purchases by clubs and unions.

#### **2.4. The Club/Union Executives:**

- 2.4.1.1. Create and maintain fiscal budgets that support the goals and ongoing function of their student-operated group.

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- 2.4.1.2. Create, plan and facilitate events that support the goals and ongoing function of their student-operated group.
- 2.4.1.3. Ensure adherence to CSA bylaws and reasonable direction of CSA Executives and CSA general council

## **3.0 Unions**

### **3.1. Purpose**

- 3.1.1. This policy outlines the Concordia Students' Association's (CSA) rules and guidelines with regards to student-led Unions at Concordia University of Edmonton.

### **3.2. Policy**

- 3.2.1. In order to maintain the recognition of the CSA, unions must:
  - 3.2.1.1. Formulate and present governing documents including a general Bylaw document and operations Policy document to govern internal procedures. These documents must be in accordance with the CSA By-Laws and policies, and be presented for the approval of the General Council of CSA.
  - 3.2.1.2. Govern their affairs in accordance with the provisions outlined in the CSA By-Laws and policies.
  - 3.2.1.3. Prudently administer the financial resources of the union.
  - 3.2.1.4. Communicate primarily through their assigned Union e-mails with the CSA VP Finance.
  - 3.2.1.5. Ensure existence and activities of recognized union do not impose a legal liability on CSA, or damage the interests of CSA.
  - 3.2.1.6. Be responsible to the General Council of the CSA, under the supervision of the CSA VP Finance.
  - 3.2.1.7. Demonstrate adherence to policy through means including but not limited to annual reports and budget compliance.
  - 3.2.1.8. If the General Council is unable to attend to Union concerns in a timely manner, all issues pertaining to the functioning of the union will be passed to the Executive Council unless contested by a general council member.
- 3.2.2. Membership for Unions are limited to CSA members who are enrolled in the Faculty of that specific Union.
- 3.2.3. All Unions must report to the CSA:
  - 3.2.3.1. Union Presidents must submit a report to the CSA VP

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- Finance on the first day of each month unless amended by the CSA VP Finance;
- 3.2.3.2. Failure to submit timely reports may result in a freezing of CSA funds at the discretion of the Executive Council
- 3.2.3.3. The report must include information on how the Union is functioning, and seek approval by the CSA VP Finance.
- 3.2.4. All CSA Unions are able to apply for funding from the CSA;
  - 3.2.4.1. Budgets are outlined in section 6 of the Finance Policy;
  - 3.2.4.2. Union Funding Requirements:
    - 3.2.4.2.1. Unions must raise revenue from non-CSA sources equal to or greater than 20% of their total operating budget for on-campus event expense.
    - 3.2.4.2.2. Unions must raise profit from non-CSA sources equal to or greater than fifty (50%) of the total expense for off campus events open to the general public.
- 3.2.5. Faculty Unions must have the following Elected Executive positions on their Union;
  - 3.2.5.1. President: The President's duties, responsibilities and election process are as follows:
    - 3.2.5.1.1. Hold elections for all other executive positions once in office, to be completed before the end of the academic school year;
    - 3.2.5.1.2. Chair regularly scheduled meetings of the Union executives;
    - 3.2.5.1.3. Liaise with the CSA VP Finance as required by the CSA VP Finance
    - 3.2.5.1.4. The President liaises with the Dean of their respective faculty as the union sees fit.
    - 3.2.5.1.5. Help organize and facilitate Union events.
    - 3.2.5.1.6. The elections of the Education Students' Union and the Environmental Health Students' Union and positions within shall follow the respective Union policies.
  - 3.2.5.2. Treasurer/VP of Finance: The Treasurer/VP of Finance's duties, responsibilities and election process are as follows:
    - 3.2.5.2.1. Prepare and submit the Union's budget during budget season in consultation with other Union Executives;

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- 3.2.5.2.2. Prepare a presentation for the Finance Committee.
- 3.2.5.2.3. Perform secretary duties if no secretary position elected.
- 3.2.5.3. Other positions
  - 3.2.5.3.1. Examples of other positions are: Secretary, Marketing, Event, External, Communication.
  - 3.2.5.3.2. Unions may have up to five functional leadership positions to hold accountable for the following duties:
    - 3.2.5.3.2.1. Record and present the minutes of all Union meetings at request to the CSA VP Finance. These minutes will be included in monthly reports to the CSA VP Finance (for further information see 3.2.3 of the clubs and unions policy).
    - 3.2.5.3.2.2. Coordinate and promote events to its faculty members.
    - 3.2.5.3.2.3. Invite the faculty advisor to attend a (minimum of one union meeting per semester), and keep open communication with the faculty advisor.
- 3.2.5.4. CSA Faculty Representative
  - 3.2.5.4.1. Faculty Representatives will sit as a liaison between the Faculty Union and the CSA.
  - 3.2.5.4.2. Other duties for the Faculty Representative will be laid out in the Union Bylaws and policy guidelines.

## **4.0 Clubs**

### **4.1. Purpose**

- 4.1.1. This policy outlines the Concordia Students' Association's (CSA) rules and guidelines with regards to student-led Clubs at Concordia University of Edmonton.

### **4.2. Policy**

- 4.2.1. In order to maintain the recognition of the CSA, Clubs must:
  - 4.2.1.1. Formulate and present both a Bylaw document and policy document
  - 4.2.1.2. These documents must detail the goals and structure of the

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organization and must operate in accordance with the CSA By-Laws and policies, and presented for the approval of the General Council of CSA;

- 4.2.1.2.1. If approval is not granted amendments or adjustments must be made to comply with general council or CSA Vp Finance requests until the documents are compliant and approved.
- 4.2.1.3. Govern their affairs in accordance with the provisions outlined in the CSA By-Laws and policies with ongoing accountability and compliance.
- 4.2.1.4. Prudently administrate the financial resources of the club.
- 4.2.1.5. Communicate primarily through their assigned Club e-mails with the CSA VP Finance.
- 4.2.1.6. Ensure existence and activities of recognized club do not impose a legal liability on CSA, or damage the interests of CSA.
- 4.2.1.7. Be responsible to the General Council of the CSA, under the supervision of the CSA VP Finance and/or Executive Council.
- 4.2.1.8. Demonstrate adherence to policy through means including but not limited to annual reports and budget compliance.
- 4.2.2. Membership in clubs must be open to the entire membership of the CSA.
- 4.2.3. All Clubs must report to the CSA:
  - 4.2.3.1. Club Presidents must submit a report to the CSA VP Finance on the first day of each month unless amended by the CSA VP Finance.
  - 4.2.3.2. Reports will include at minimum, the following information:
    - 4.2.3.2.1. A summary of activities taken place
    - 4.2.3.2.2. A detailed report on financial activities.
    - 4.2.3.2.3. Additional information may be requested by the CSA VP Finance with Executive Council agreement.
  - 4.2.3.3. In the event of suspicious activities, misconduct, or fraudulent activities, the club must submit a written report to the CSA VP Finance upon request within two(2) business days;
  - 4.2.3.4. Failure to submit a report may result in a freezing of funds



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by the CSA VP Finance or loss of CSA funds as deemed appropriate by the Executive Council.

- 4.2.4. All CSA Clubs are able to apply for funding from the CSA;
  - 4.2.4.1. Clubs must raise a profit from non-CSA sources equal to or greater than twenty-five (25%) of the operational and on-campus event expense.
  - 4.2.4.2. Clubs must raise a profit from non-CSA sources equal to or greater than eighty (80%) of the total expense for off-campus events that are open to the general public.
  - 4.2.4.3. Failure to provide acceptable funding may result in limitation of available funding or removal of club status as determined by the Executive council
- 4.2.5. All Clubs must have the following Elected Executive positions:
  - 4.2.5.1. President who will report to the CSA VP Finance;
  - 4.2.5.2. Treasurer who will prepare and submit the club's budget to the CSA VP Finance and Finance Committee.
  - 4.2.5.3. Club Faculty Advisor, in consultation with the Concordia VP Student Life and Learning, who will:
    - 4.2.5.3.1. Advise the President and Treasurer of the club;
    - 4.2.5.3.2. Attend a minimum of one club meeting per semester.

## **5.0 Events**

### **5.1. Purpose**

- 5.1.1. This policy is created with the intent to allow Clubs and Unions authority to operate events and limitations defined.

### **5.2. Policy**

- 5.2.1. Clubs and Unions must ensure appropriate conduct when on and off campus;
- 5.2.2. all events and demonstrations must be non-discriminatory and not offensive under compliance with CUE policy
- 5.2.3. Clubs may issue prizes only if the entire membership of the CSA has an equal opportunity to receive the prize.
  - 5.2.3.1. Club administrators are not eligible to receive prizes for their own events.
- 5.2.4. Unions may issue prizes only if, at a minimum, their entire Faculty has an equal opportunity to receive the prize.
  - 5.2.4.1. Union administrators are not eligible to receive prizes for

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their own events.

- 5.2.5. Clubs and Unions will assign primary and secondary event organizers to each event.
  - 5.2.5.1. These organizers must be the contact point for the event, which will make them responsible for how the event is carried out.
  - 5.2.5.2. Event organizers are required to submit dates for on campus events and fundraisers a minimum of one month before the event for CSA VP Finance approval.
  - 5.2.5.3. For off campus events, the event organizers must request approval from the CSA VP Finance two months before the event date.
- 5.2.6. Unions may open event invitations and promotion within the faculty or open to entire CSA members.
- 5.2.7. Clubs are required to open event invitations and promotions to all CSA members regardless of their registration status.
- 5.2.8. Events must adhere to Concordia University of Edmonton policies and procedures.
  - 5.2.8.1. Off-Campus Activities:
    - 5.2.8.1.1. All off-campus activities must follow Concordia University of Edmonton [Off Campus Activities and Travel Policy](#), and related procedures as followed:
      - [Procedures Relating to the Off-Campus Activities and Travel Policy](#)
      - [Risk Assessment Matrix for Off-Campus Activities and Travel Policy Involving Students](#)
      - [Waiver for Off-Campus Activities and Travel Policy](#)
  - 5.2.8.2. On-Campus Activities:
    - 5.2.8.2.1. All On-campus activities must follow Concordia University of Edmonton [Alcohol Policy](#), [Campus Event And Speaker Policy](#), and related procedures as followed:
      - 5.2.8.2.1.1. [Event Involving Alcohol on Campus Procedures](#)
      - 5.2.8.2.1.2. [Student Group Alcohol Event Procedures](#)
      - 5.2.8.2.1.3. [Event with Alcohol Application Form](#)
      - 5.2.8.2.1.4. [Campus Event and Speaker Enforcement](#)

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### Procedure

#### 5.2.8.2.1.5. Campus Event and Speaker Application Form

#### 5.2.8.2.2. Tegler Student Center Event:

5.2.8.2.2.1. A Tegler Request Form must be filled out;

5.2.8.2.2.2. In the event that another activity is occurring on campus during the time the club/union requested, they may be denied and advised to select an alternative date or space on campus;

5.2.8.2.2.3. It must be signed by the CSA VP Finance and Conference Services no less than five (5) business days before the event is scheduled to occur.

5.2.8.2.3. If there is food being provided to membership, the Club or Union must inform the CSA VP Finance no later than one (1) week before the event;

5.2.8.2.3.1. The CSA VP Finance will then inform the Cafeteria Manager.

## **6.0 Budget**

### **6.1. Purpose**

6.1.1. This policy is designed to help clubs form and utilize their budget in a responsible manner.

### **6.2. Policy**

6.2.1. Deadlines for funding applications will be during the month of March, as announced by the Executive Council during the fall academic semester.

6.2.2. Clubs and unions will submit their budget requests to the CSA VP Finance, providing a schedule of their planned activities and events supported by the estimated cost of each event.

6.2.3. For new clubs forming on campus throughout the fall and winter semesters, funding will be available via grant applications, submitted to the Executive Council and Finance.

6.2.4. The CSA VP Finance, in consultation with the CSA President and Executive Director, reserves the right to amend the minimum budget percentage with special attention to the previous year's surpluses and the total CSA Budget.

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- 6.2.5. The current year's funding will be guided by the previous year's actual expenditures and revenues.
- 6.2.6. Events exceeding \$1500 must be submitted with a detailed written report and presented to the Executive Council on the inherent value of the event for their members and Concordia as a whole.
- 6.2.7. Events exceeding \$3000 must be
  - 6.2.7.1. submitted with a detailed written report and presented to Budget Steering Committee on the purpose and value of the event for their members and Concordia as a whole, and the financial or physical risk involved in the special event/project, and;
  - 6.2.7.2. approved by the General Council.
- 6.2.8. Clubs and Unions cannot budget expenses for Conferences and Travel.
- 6.2.9. Only the Club and Union members are permitted to fundraise for Conference and Travel unless directly confirmed by Executive council vote;
  - 6.2.9.1. If fundraising surpasses actual cost of the trip, the student will not be reimbursed more than the cost stipulated by the CSA VP Finance;
- 6.2.10. All other budgetary inquiries can be found in the CSA Finance Policy or will be advised overseen and defined by CSA Executive council
- 6.2.11. To limit liability to the CSA and and maintain the integrity of club or union activities the following items may not be reimbursed or paid for using club or union funds.
  - 6.2.11.1. Items or entertainment intended for the personal use of Club or Union Executives including but not limited too
    - 6.2.11.1.1. Clothing items,
    - 6.2.11.1.2. School supplies,
    - 6.2.11.1.3. Hobby items,
    - 6.2.11.1.4. Activity attendance costs.
  - 6.2.11.2. Events or other expenditures which do not directly further the objectives of the Club or union may not be reimbursed or funded in any way from CSA or club or union funds.
  - 6.2.11.3. Executive compensation or benefits not granted directly as positional compensation in the CSA Bylaws are not permitted.
  - 6.2.11.4. Items with high potential criminal usage may not be

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purchased or funded without CSA Executive Council vote and CSA VP Finance control to ensure proper enforcement and oversight.

- 6.2.11.5. Restricted substances or items are not permitted, including but not limited to:
  - 6.2.11.5.1. In specific circumstances, a unanimous CSA Executive Council vote may permit products containing alcohol intended for consumption in compliance with AGLC and CUE policies.
  - 6.2.11.5.2. Cannabis, Cannabis products, or products designed to consume Cannabis.
  - 6.2.11.5.3. Tobacco, Tobacco products, or products designed to consume Tobacco.
    - 6.2.11.5.3.1. This prohibition does not apply to traditional items directly gifted (pursuant to the Finance Policy) to respect cultural practice.
  - 6.2.11.5.4. Live or deceased wildlife or animals.
  - 6.2.11.5.5. Medication.
  - 6.2.11.5.6. Drug paraphernalia of any kind.
  - 6.2.11.5.7. Items intended primarily for use as weapons;
  - 6.2.11.5.8. Items used in practice for combat of any kind unless authorized uniquely and expressly by CSA Executive Council in writing and revocable upon Executive Council or General Council majority vote.
  - 6.2.11.5.9. Fireworks or explosives of any kind.
  - 6.2.11.5.10. Intimate items or items intended to be used in an intimate manner.

## **7.0 Spending**

### **7.1. Purpose**

- 7.1.1. The purpose of this policy is to outline information surrounding club and union spending procedures.

### **7.2. Policy**

- 7.2.1. Neither Clubs nor Unions are allowed to maintain any bank accounts outside of the CSA.
- 7.2.2. Spending method:
  - 7.2.2.1. Small expenditures will be given through petty cash (under \$20) or reimbursement (\$20 to \$200), subject to CSA

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Reimbursement policy which can be found in the CSA Finance policy.

- 7.2.2.2. A second Club or Union executive must approve the reimbursement claim before submission.
- 7.2.3. Large expenditures (over \$200), such as marketing supplies, inventory purchase, may be paid by CSA Credit/Debit card or advanced cheque upon request.
- 7.2.4. Expenses will only be given to budgeted events.
- 7.2.5. Clubs and unions should expect a minimum of ten (10) business days before the reimbursement is received.

## **8.0 Disciplinary**

### **8.1. Purpose**

- 8.1.1. The purpose of the clubs and unions disciplinary policy is to keep clubs and unions accountable to the CSA Bylaws and Policies and ensure proper use and controls for student resources.

### **8.2. Policy**

- 8.2.1. Violation of any procedure outlined in the CSA By-Laws and/or policies will result in action taken by the CSA VP Finance, Executive Council or General Council, or the Judicial Board, which may result in the forced dissolution of the club or union, the freezing or loss of CSA funding, the seizure of any or all club/union assets, and the privilege to meet and associate on campus as a club or union.
- 8.2.2. In the event that any violation of the CSA By-Laws and/or policies has been the result of the actions of a person or persons rather than the club or union itself, those individuals will be held accountable as determined by the CSA VP Finance, Executive or General Council, or the Judicial Board.
- 8.2.3. Any Club or Union Executive or Member or CSA Member may write a letter of complaint to the General Council Chair if they feel any member of their Club or Union has violated any CSA bylaws, policies or their own constitution or spirit of the CSA
  - 8.2.3.1. The CSA Executive Council will determine if the challenge should be brought forward to General Council for additional discussion and potential enforcement action against the parties involved.
  - 8.2.3.2. The CSA Judicial Committee may also be petitioned to

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attend to these concerns if the CSA Executive Council  
Decision is disputed.

- 8.2.4. Any Club or Union members must comply with the CSA Bylaws  
and policies through all Club and Union Activities.