



*CLUBS & UNIONS*

*CONCORDIA STUDENTS' ASSOCIATION*

*Concordia University of Edmonton*

*Edmonton, Alberta*

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Clubs & Unions

## POLICY

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

## DEFINITIONS

**Unions:** Are identified by their distinctive populations and represent academic faculties at Concordia. Unions are directly responsible to the CSA VP Internal and General Council, and are governed by the CSA's By-laws and policies. Union Presidents are elected through the CSA Election process, with exceptions (see Item II, Section 1.5), and serve a representative function on the General Council. Unions are responsible for fundraising a minimum of 20% of their annual budget, which is subjected to the review of the Budget Steering Committee.

**Clubs:** Are directly responsible to the CSA VP Internal and the Executive Council and are governed by the CSA's By-laws and policies. Clubs are responsible for fundraising a minimum of 25% of their annual budget, which is subjected to the review of the Budget Steering Committee.

*Titles of Clubs and Unions may include any of the following: Affiliation, Alliance, Branch, Club, Coalition, Collective, Communion, Consortium, Council, Fellowship, Guild, League, Partnership, Society, Syndicate, Union.*

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## EXPECTATIONS

### Item I – General

1. The CSA VP Internal and Executive Council are expected to adhere to the following guidelines:
  - 1.1. To ensure that policies exist to support the creation and on-going function of student-operated clubs and unions on campus.
  - 1.2. That in order to maintain the recognition of the Association, clubs and unions must demonstrate adherence to policy through means including but not limited to annual reports.
  - 1.3. That there are enforced minimum standards for student membership in recognized clubs and unions.
  - 1.4. That the financial resources of clubs and unions are prudently administered.
  - 1.5. That recognized club or union activities are subject to Executive Council approval.
  - 1.6. That the existence and activities of recognized clubs and unions do not impose a legal liability on the Association, or damage the interests of the Association.

### Item II - Unions

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1. Organizationally, Unions shall:
  - 1.1. Formulate and present a constitution, which details the goals and structure of the Union. This constitution must be in accordance with the CSA By-Laws and policies, and presented for the approval of the General Council of the CSA.
  - 1.2. Govern their affairs in accordance with the provisions outlined in the CSA By-Laws and policies.
  - 1.3. Communicate primarily through their assigned Union e-mails with the CSA VP Internal.
  - 1.4. Be responsible to the General Council of the CSA, under the supervision of the CSA VP Internal;
    - 1.4.1. 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.
  - 1.5. Elect a President through the CSA General Election process;
    - 1.5.1. For further information on the elections of the Education Students' Union and their Presidential selection, see the Education Students' Union constitution;
    - 1.5.2. For further information on the elections of the Environmental Health Students' Union

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and their Presidential selection, see the Environmental Health Students' Union constitution;

1.6. The elected President must:

1.6.1. Hold elections for all other executive positions once in office, to be completed before the end of the academic school year;

1.6.2. Chair regularly scheduled meetings of the Union executives;

1.6.3. Liaise regularly with the CSA VP Internal;

1.6.4. Serve a representative role as a General Councillor on the CSA;

1.6.4.1. If the President of the Union is unable to fill this role, they may appoint one of their elected executives to represent their Union on the General Council.

1.7. The Union must have a Officer of Finance who shall:

1.7.1. Prepare and submit the Union's budget to the CSA VP Internal for presentation to the General Council's Budget Steering Committee;

1.7.2. Record and present the minutes of all Union meetings at request to the CSA VP Internal if there is no secretarial position elected;

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1.7.2.1. These minutes will be included in monthly reports to the CSA VP Internal (for further information see Item I, Section 2).

1.8. Arrange for a Faculty Advisor, in consultation with the Dean of Students, who shall:

1.8.1. Advise the President and Officer of Finance of the union and keep open communication;

1.8.2. Attend a minimum of one union meeting per semester.

2. Reporting Protocols for Unions:

2.1. Union Presidents must submit a report to the CSA VP Internal on the first day of each month unless amended by the CSA VP Internal;

2.1.1. Failure to submit timely reports may result in a freezing of CSA funds at the discretion of the Executive Council.

2.2. The report must include information on how the Union is functioning, which is to be approved by the CSA VP Internal.

3. In the interest of Financial Accountability, Unions must:

3.1. Submit expense forms to the CSA VP Internal, to be approved by the CSA VP Finance;

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- 3.2. Not maintain any accounts outside of the CSA;
- 3.3. Not be funded for:
  - 3.3.1. Items or entertainment that are not for use of the Union;
  - 3.3.2. Alcoholic beverages for personal consumption;
  - 3.3.3. Events or other expenditures which do not directly further the objectives of the Union;
  - 3.3.4. Executive payouts.

### Item III – Clubs

- 1. Organizationally, clubs shall:
  - 1.1. Formulate and present a constitution, which details the goals and structure of the club. This constitution must be in accordance with the CSA By-Laws and policies, and presented for the approval of the General Council of the CSA.
  - 1.2. Govern their affairs in accordance with the provisions outlined in the CSA By-Laws and policies.

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- 1.3. Communicate primarily through their assigned club e-mails with the CSA VP Internal.
- 1.4. Be responsible to the Executive Council of the CSA and are under the supervision of the CSA VP Internal;
- 1.5. Elect an Executive which must include:
  - 1.5.1. A President who will report to the CSA VP Internal;
  - 1.5.2. A Treasurer who will prepare and submit the club's budget to the CSA VP Internal and Budget Steering Committee.
- 1.6. Arrange for a club Faculty Advisor, in consultation with the Dean of Students, who will:
  - 1.6.1. Advise the President and Treasurer of the club;
  - 1.6.2. Attend a minimum of one club meeting per semester.
- 1.7. Adhere to the following reporting protocols:
  - 1.7.1. Club Presidents must submit a report to the CSA VP Internal at the end of each academic semester, which must be approved by the CSA VP Internal, to be reviewed by the CSA Executive;



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- 1.7.2. Reports will include the following information:
  - 1.7.2.1. A summary of activities taken place;
  - 1.7.2.2. A detailed report on financial activities;
  - 1.7.2.3. In the event of suspicious activities, misconduct, or fraudulent activities, the club must submit a written report to the VP Internal upon request within three (3) business days;
  - 1.7.2.4. Failure to submit a report may result in a freezing of funds by the VP Internal or loss of CSA funds as deemed appropriate by the Executive Council.
  
- 1.8. Apply for club status each academic year;
  
- 1.9. Be open to the entire membership of the CSA;
  
- 1.10. Must ensure appropriate conduct when on campus and ensure that all events and demonstrations are non-discriminatory and not offensive.
  
- 2. Clubs must ensure financial accountability by:
  - 2.1. Submitting expense forms to the CSA VP Internal, to be approved by the CSA VP Finance;

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- 2.2. Not maintaining any financial accounts and/or records outside of the Concordia Students' Association, including but not limited to petty cash, investments, credit cards, and holdings;
- 2.3. Not applying for reimbursement for:
  - 2.3.1. Personal items or entertainment;
  - 2.3.2. Alcoholic beverages;
  - 2.3.3. Events or other expenditures which do not directly further the objectives of the Club;
  - 2.3.4. Executive payouts;
  - 2.3.5. Illegal activities.
- 2.4. Issuing prizes only if the entire membership of the CSA has an equal opportunity to receive the prize.

### Item III – Funding

1. Unions funded by the CSA:
  - 1.1. Unions which are funded by the CSA must raise a profit from non-CSA sources equal to or

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greater than twenty (20%) of their total approved budget.

- 1.2. Immediately surrender all assets to the CSA should the union dissolve or be suspended at any point during the year.
2. Clubs funded by the CSA:
  - 2.1. Raise funds from non-CSA sources equal to or greater than twenty- five percent (25%) of their total approved budget;
  - 2.2. Immediately surrender all assets to the CSA should the club dissolve or be suspended at any point during the year;
  - 2.3. All financial assets are surrendered to the CSA on the thirtieth (30th) of April of each year.
3. When a club or union applies in their budget to hold an event or partake in a special project that exceeds \$1500, they must submit a detailed written report on the inherent value of the event/project for their members and Concordia as a whole. When a club or union applies in their budget to hold an event or partake in a special project that exceeds \$3000, they are required to present to the Executive Council and/or Budget Steering Committee on the purpose and value of the event/project for their members and Concordia as a whole, and the financial or physical risk involved in the special event/project. The special event/project requires approval by both the Executive Council and Budget Steering Committee when it exceeds \$3000.

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## Item IV – Budget

1. Deadlines for funding applications will be during the month of March, as announced by the Executive Council during the fall academic semester;
2. Clubs and unions will submit their budget requests to the CSA VP Internal, providing a schedule of their planned activities and events supported by the estimated cost of each event;
3. If a club or union wishes to redirect a portion of its approved budget, it must request written approval of the CSA VP Internal prior to committing or spending these funds;
4. The VP Internal, in consultation with the CSA President and the Vice President of Finance, reserves the right to amend the minimum budget percentage with special attention to the previous year's surpluses and the total CSA Budget.
5. The current year's funding will be guided by the previous year's actual expenditures and revenues.
6. 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 Budget Steering Committee. There will be one intake date per semester for funding. For further explanation of grant funding, please refer to the CSA policy on Grant Funding and Applications.

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## Item V – Spending

1. Reimbursement is the primary method of club and union spending. Clubs and unions should expect a minimum of ten (10) business days before the reimbursement is received;
2. Large expenditures can be paid by advance cheque or travel advance (see the CSA Policy for Travel Advances). Clubs and unions should expect a minimum of ten (10) business days for the cheque request to be processed.

## Item VI – Events

1. Student clubs and unions are required to submit dates for events and fundraisers a minimum of one month before the event.
2. Clubs and unions must have approval from the VP Internal before planning of the events can take place;
3. If an event is to take place in the Tegler Student Center:
  - 3.1. A Tegler Request Form must be filled out;
    - 3.1.1. In the event that another activity is occurring on campus during the time the club/union

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requested, they may be denied and advised to select an alternative date or space on campus;

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

## Item VII – Offices

1. The CSA cannot provide office or lounge space for unions or clubs.
2. Where a club or union has office or lounge space, the space is considered property of the CSA and may be reallocated for other uses by special resolution of the General Council.

## Item VIII – Disciplinary Procedures

1. Violation of any procedure outlined in the CSA By-Laws and/or policies will result in action taken by the CSA VP Internal, Executive or General Council, or the Disciplinary Officer, which may result in the forced dissolution of the club or union, the freezing or loss of CSA funding, the seizure of club/union assets, and the privilege to meet and associate on campus as a club or union.
  - 1.1. 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 Internal, Executive or General Council, or the Disciplinary Officer.