



CLUBS & SOCIETIES

Bylaws

As of July 2016



BYLAW IX – CLUBS AND SOCIETIES

1.0 Structure

- 1.1 Academic Societies may be student organizations established in any department, school, institute, program or division, and may only be established such that:
 - a. The aim of Academic Societies shall be to provide an academic and social environment related to the field of study of the respective academic area in an effort to enhance the university experience.
 - b. All Societies shall be open to all fee-paying Members of the Association.
- 1.2 Clubs may be any other student organization joined by a common interest, and may only be established such that:
 - a. The aim of a Club shall be to provide a social and / or academic environment and to benefit its membership as well as the Carleton community through enhancement of the university experience.
 - b. All Clubs shall be open to all fee-paying Members of the Association with the exception of Competitive Clubs.

2.0 The Clubs and Societies Introduction Meeting

- 2.1 Each Club or Society must send an executive to the Introduction Meeting unless proper notice has been given to and accepted by the Clubs and Societies Commissioners.
- 2.2 There shall be an Introduction Meeting once (1) in the Fall Term and once (1) in the Winter Term for the Clubs and Societies that have been certified that term.
- 2.3 The Introduction Meeting shall:
 - a. Be an information session for all Clubs and Societies certified that term.
 - b. In the case of the Fall Term Introduction Meeting, be the session where Clubs and Society representatives are elected to serve on the Financial Assistance Committee for Clubs and Societies for the year.

3.0 The Clubs and Societies Committee

- 3.1 The Committee shall consist of:
 - a. The Clubs and Societies Commissioners.
 - b. The CUSA Vice President Internal.
 - c. The CUSA Vice President Finance.
 - d. Four (4) delegates; two from (2) Clubs and two from (2) Societies, elected from all present at the Introduction Meeting in the Fall term.
- 3.2 The Clubs and Societies Committee shall be empowered to:
 - a. Coordinate joint Club and Society activities and operate to foster the successful operation of Clubs and Societies.
 - b. Act as an open forum, in which Clubs and Societies may express their views.

- c. Make recommendations to Students' Council regarding Clubs and/or Societies.
- d. Make and enforce regulations and orders with regard to Clubs and Societies as approved by Council.
- e. Hear concerns of certification or decertification of Clubs and Societies.
- f. Hear appeals of the CUSA Clubs and Societies Commissioners' decisions.

3.3 The Committee shall meet:

- a. At least once in the Fall Term and once in the Winter Term.
- b. When called by the Clubs and Societies Commissioner or the Vice-President Internal.
- c. Upon written request by delegates from at least ten (10) Clubs and/or Societies.

3.4 Meetings of the Committee shall require public notice.

4.0 Certification and Recertification

4.1 Clubs and Societies are certified by the Clubs and Societies Commissioners once they have provided the following to the Clubs and Societies Office in electronic form by the date set by the Clubs and Societies Commissioners:

- a. A written constitution, not in contravention of the CUSA Constitution, Bylaws, or Policies, embodying the aims and structure of the Club or Society;
- b. A formal budget, including all projected revenues and expenditures for the year;
- c. A list of a minimum of 10 (ten) members;
- d. An executive list with contact information.

4.2 In order to maintain certification on an annual basis, Clubs and Societies must provide the following to the Clubs and Societies Commissioners in electronic form by the date set by the Clubs and Societies Commissioners:

- a. An updated version of the Club or Society's constitution;
- b. A formal budget, including all projected revenues and expenditures;
- c. A list of a minimum of 10 (ten) members;
- d. An executive list with contact information.

4.3 If at the time of certification or recertification the Vice President Internal and/or the Clubs and Societies Commissioners question the legitimacy of a Club or Society's application, they have the authority to request further information from the Club or Society and withhold any funding allocated until the information is received and deemed acceptable.

4.4 Clubs & Societies Commissioners may, subject to appeal to the Clubs & Societies Committee, deny the certification of a club or society that:

- a. Appears to replicate the primary or whole purpose and/or function of any other club or society.
- b. Appears to exist for the sole purpose of collaborating on events with current clubs that extends beyond the usual collaboration between distinct clubs and societies.

- c. Attempts to replace a currently certified club or society.
- d. Attempts to create a second club for the same sport unless one club is solely recreational and the other is solely competitive.

5.0 Decertification

- 5.1 Decertification of a Club or Society results in all grants and use of resources through CUSA being suspended.
- 5.2 Decertification may occur when:
 - a. A Club or Society fails to fulfill the recertification requirements outlined in this Bylaw.
 - b. Actions taken by the Club or Society are contrary to the Constitution, Bylaws, or Policies of the Carleton University Students' Association, or to the constitution of that Club or Society.
 - c. A Club or Society knowingly misrepresents facts when submitting or requesting information, resources or funding.
 - d. A Club or Society is in debt to CUSA and has not made arrangements for repayment.
 - e. A Club or Society fails to attend a workshop outlined in section 7.0.
 - f. A Club or Society that has received funding from CUSA fails to submit a ledger in electronic form that includes all receipts for the term/s in which funding was granted.
 - g. A club or Society does not meet requirements during an Annual Review as per section 8.0.
 - h. If a club feels a decision to be unfair or incorrect, they may appeal the decision to the Constitutional Board.
- 5.3 A Club or Society may also be deemed decertified upon a two-thirds (2/3rds) majority vote in favour of the decertification by CUSA Council.
- 5.4 Written notice of a motion to decertify shall be given to the Club or Society to be decertified no less than ten (10) days prior to the CUSA Council meeting.

6.0 Membership Fees

- 6.1 All Clubs and Society members must be given receipts or appropriate confirmation of payment.
- 6.2 The membership fees collected will be reported in the budget and financial statements which the Club or Society submits to the Clubs and Societies Commissioners.
- 6.3 All Clubs and Societies must record in an excel worksheet the name, email and student number of each of their paid members. This list shall be provided to the Clubs and Societies Office in electronic form at year-end to verify budgeted membership enrolment revenue.
- 6.4 All Clubs and Societies are required to open and maintain an active on-campus Scotia Bank account if they intend on receiving funding from CUSA.

7.0 Workshops

7.1 All certified Clubs and Societies are required to send an Executive to the Clubs and Societies workshops as mandated by the Clubs and Societies Commissioner after certification, unless proper notice has been given and accepted by the Clubs and Societies Commissioners.

8.0 Clubs and Societies Annual Review

8.1 Every Club and Society must submit a ledger and membership list to the Clubs Commissioners in electronic form by April 30th of each year.

8.2 Each Club and/or Society may be randomly selected by the Clubs and Societies Commissioner or by recommendation by the C&S Fund Committee for a review of the Club or Society's spending.

8.3 If chosen for a review the Club or Society must provide all necessary documentation to the Clubs and Societies Commissioners.

8.4 If the review reveals misappropriated funds, fraud, or a lack of internal accountability measures by the Club or Society then they will be unable to receive funding from C&S Fund Committee for the following Fall Term.

8.5 Any executive member of a Club or Society that is found to be culpable for inappropriate financial activity may be excluded from holding executive positions with any Club or Society as well as holding a seat on C&S Fund Committee in the future.

9.0 Charitable Partnerships

9.1 Clubs and societies working to raise money for charitable ends must provided the CRA registered charity number for the organization they wish to partner with.

9.2 Clubs and societies which are folding their organization may donate their remaining funds to a CRA registered charity of their choice on behalf of the Carleton University Students' Association.

By Law X – CUSA Clubs and Societies Fund

1.0 Purpose

1.1 The CUSA Clubs and Societies Fund assists Clubs & Societies with financial support. Support that will contribute to their short- and long-term goals to ensure that they run efficiently and effectively at Carleton University, and furthermore, to encourage students active involvement on campus.

2.0 Criteria

2.1 All registered CUSA Clubs and Societies are eligible to apply for the fund. The committee has the power to deny applications to those Clubs and Societies with bad record.

- a. The C&S Fund will prioritize events that are open to all members of the Association and that are focused on engaging the Carleton community as a whole.
- b. The C&S Fund will examine all applications on a case-by-case basis, but the goal is to allocate funding fairly among all Clubs and Societies.
- c. Clubs and Societies can only apply for funding once a year (with the exclusion of summer funding).
- d. The C&S Fund may grant up to \$2,200 to Clubs and Societies per year.
- e. All Clubs and Societies wishing to apply are required to fill out the application form available in the CUSA website and provide all the requested information.
- f. The C&S Fund will not fund the purchase of alcohol.
- g. The C&S Fund will not fund any Club or Society that received a levy from any portion of the Carleton University Student body.

3.0 CUSA Clubs and Societies Fund Committee

3.1 The C&S Fund Committee shall consist of the following voting members:

- a. The CUSA Vice President Internal;
- b. The CUSA Vice President Finance;
- c. Clubs & Societies Commissioners
- d. 1 CUSA Councillor;
- d. Four (4) delegates; two from (2) Clubs and two from (2) Societies, elected at the Fall Introduction Meeting from the Clubs or Societies that receive the highest number of votes.

3.2 The C&S Fund committee shall be empowered to:

- a. Request any financial information from a Club or Society requesting money.
- b. Inquire about anything relevant to the funding request before the C&S fund.
- c. Order the return of any funding allocation that has been used for prohibited, illegal, or otherwise inappropriate use; and/or order a hold, or shut down a club bank account; in keeping with the principals of equal treatment and institutional fairness. These decisions may be appealed to the Constitutional Board.

4.0 The C&S Fund shall meet:

- a. To consider funding applications for the Clubs and Societies at least once per year or when necessary.

4.1 Quorum for the C&S fund shall be five (5) committee members

5.0 Application Procedure

- 5.1 To receive funding, Clubs and Societies shall be required to provide in electronic form available in the CUSA website:
- a. A full and complete budget, exception applies for new Clubs and Societies requesting \$250 or under;
 - b. For recertified Clubs and Societies a ledger must be submitted at year-end.
 - c. For new and recertified Clubs and Societies a membership list.
 - d. Complete the answer to every single question in the application

6.0 Financial Review

- 6.1 A financial review can be performed on any Club or Society by recommendation by the C&S Fund Committee. Supported by at least three (3) members of the C&S Fund Committee.
- 6.2 It is the responsibility of the Clubs and Societies Office to conduct the financial review in cooperation with the Vice President Finance and the Vice President Internal.

7.0 Feedback

- 7.1 Any Club or Society may request to see the notes made by C&S fund regarding their specific funding application. The Clubs and Societies Commissioners shall provide these notes upon request.

8.0 Asset Registry

- 8.1 All Clubs and Societies that purchase permanent assets (as deemed so by C&S Fund) exceeding \$100 must register them with the Clubs and Societies office by way of electronic communication.
- 8.2 These assets must be passed from outgoing executive to incoming executive. In the event that the Club or Society ceases to exist, then the Club or Society must relinquish all registered assets to the Clubs and Societies Office.

9.0 Funding Guidelines

- 9.1 Under the discretion of the C&S fund committee the following items can be funded: advertising, apparel, equipment rentals, guest speakers, food, refreshments, supplies, travel, venue, and other miscellaneous funds.
- 9.2 Except in special circumstances deemed appropriate by the C&S Fund Committee, all travel expenses will not be funded by the committee, and groups will be encouraged to apply for the CUSA Student Initiative Fund for expenses related to travelling.
- 9.3 The C&S Fund will regard advantageous those applications with the following aspects:
- a. Clubs and Societies who implement membership fee to their Club or Society.
 - b. All attached budgets must provide detailed explanation
 - c. All questions on the application form must be answered

- d. The application must be clear about how the funds will be used.
- e) Those who pursue additional means of revenue and sponsorship
- f) Those who are active throughout the entire funding period.

BYLAW XI – CLUBS AND SOCIETIES SUMMER FUNDING COMMITTEE

1.0 Clubs and Societies Summer Funding Committee (CSSFC)

1.1 The CSSFC shall adhere to the following guidelines

- a. The CSSFC may be struck each year between May 1st and August 31st.
- b. The CSSFC shall be struck at the discretion of both the Vice President Internal and the Vice President Finance where Clubs and Societies summer funding applications warrant and adequate funds are available in the CUSA budget.
- c. The annual budget of the CSSFC shall be determined by the Vice President Finance.
- d. CSSFC funding shall be available to all registered Clubs & Societies active during the Summer Session

1.2 CSSFC shall consist of the following voting members:

- a. A Clubs & Societies Commissioners;
- b. The CUSA President
- c. The CUSA Vice President Internal;
- d. The CUSA Vice President Finance;

1.3 Quorum for the CSSFC shall be three (3) members.

1.4 Clubs and Societies shall only be eligible to receive a maximum of \$500 in funding from the CSSFC during the Summer Session.

1.5 In order to be eligible for summer funding, Clubs and Societies must submit an application to the Clubs and Societies Office in electronic form with a full and complete budget and an indication of financial need.

1.6 Clubs and Societies will be eligible for funding based on the criteria set out in CUSA Bylaw X s. 2.0 (“Funding Policies”).

1.7 Clubs and Societies must prescribe to the Asset Registry guidelines set out in Bylaw X s. 8.0.

1.8 Any Club or Society that receives summer funding will be required to submit financial statements to the Clubs and Societies Office in electronic form by August 31st, which sets out all expenditures of the Club or Society for the Summer Session.

- 1.9 The CSSFC reserve the right to perform a financial review on any Club or Society who receives summer funding. Any fraudulent behaviour in relation to summer funding shall lead to the suspension of C&S Fund Committee for the subsequent year.

BYLAW XII – CLUBS AND SOCIETIES ELECTIONS

1.0 Mandate

1.1 Clubs which elect executive members that have had a membership of over fifty members at the time of their previous elections or that might reasonably expect to have at least sixty voting members in attendance at their upcoming elections are required to follow the basic guidelines for elections shown in this bylaw, unless the club has a unique electoral code that has been approved by the C&S Commissioners for that year, and is appealable to the Clubs and Societies Committee.

2.0 Membership Rules

2.1 Voting memberships must be available for purchase up until two weeks before voting and one week after the election announcement.

2.2 Only paid club members, in the case of clubs with membership fees, may vote.

2.3 Paid members must be given notice of three (3) weeks for elections. The clubs office must be given the same notice.

3.0 Balloting & Voting

3.1 Ballots must have the signature of two elections officials.

3.2 In the case of printed ballots, the names of all candidates must be printed in alphabetical order by last name.

3.3 Written ballots are permitted.

3.4 Instructions for voting must posted at the location of polling.

3.5 Every voter has the right to write their ballot in private.

4.0 Voters Lists

4.1 Elections official must produce an official voters list prior to the start of voting.

4.2 Voters must be crossed off the voters list when they are provided a ballot.

4.3 The voters list shall be final and shall be kept in the club records.

5.0 Counting

5.1 During counting, candidates may select an individual who is not a candidate to be present for counting and scrutinizing.

5.2 No candidate may be a scrutineer.

5.3 No counting may take place without the primary elections official present.

5.4 The ballots should always be supervised by an elections official and any scrutineers who wish to ensure their integrity.

6.0 Tampering & Cheating

6.1 No candidate may touch or otherwise tamper with ballots.

6.2 No one may bribe or otherwise coerce a member to vote in a particular way.

7.0 Elections Officials

7.1 Elections officials may not be candidates.

7.2 Elections officials shall be a neutral member of the club, a clubs commissioner, or a neutral student who is not a member of the club.

8.0 Results

Voting results must be published via email to all paid members and to the clubs office.

9.0 Appeals

Any appeals may be made to the Clubs & Societies Office.