

Carleton University Students' Association (CUSA) By-law VIII Clubs and Societies Code of Conduct

This by-law is a small part of the larger CUSA constitution, which governs the way CUSA operates as a student association and as a business. This particular by-law outlines all of the rules that Clubs and Societies MUST follow. Topics covered include: criteria for certifications and de-certifications, FACCS and the rights of the Clubs and Societies Board. It is important to be well acquainted with this information, as it explains the rights and responsibilities of 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 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.

2.0 The Clubs and Societies Board

- 2.1 The Board shall consist of:
 - a. The Clubs and Societies Commissioner as the non-voting chairperson.
 - b. The CUSA Vice-President responsible for Clubs and Societies or his/her delegate as the non-voting clerk
 - c. A delegate from each certified Society, sitting at the pleasure of and holding the vote of that Society
 - d. A delegate from each certified Club, sitting at the pleasure of and holding the vote of that Club.
- 2.2 The Board 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. Elect members to the Financial Assistance Committee for Clubs and Societies.
 - d. Make recommendations to Students' Council regarding Clubs and/or Societies.
 - e. Make and enforce regulations and orders with regard to Clubs and Societies.
 - f. Decertify Clubs and Societies.
 - g. Certify Clubs and Societies.
- 2.3 The Board shall meet:
 - a. At least once in the Fall Session and at least once in the Winter Session.
 - b. When called by the Clubs and Societies Commissioner or the Vice-President responsible for Clubs and Societies.

- c. Upon written request by delegates from 10 Clubs and/or Societies.
- 2.4 Meeting of the Board shall require public notice.
- 2.5 Each Club and Society must send a delegate to the meetings of the Board unless proper notice has been given to and been accepted by the Clubs and Societies Commissioner.
- 2.6 Quorum for meetings shall be 50 (fifty) percent of all possible delegates.

3.0 The Financial Assistance Committee for Clubs and Societies (FACCS)

- 3.1 FACCS shall consist of:
 - a. The Clubs and Societies Commissioner as non-voting chairperson
 - b. The CUSA Vice-President responsible for Clubs and Societies as the non-voting clerk
 - c. The Finance Commissioner of CUSA as a voting member holding one vote with each delegate holding one vote.
 - d. Six (6) delegates elected from the Clubs and Societies, by the Board, with each delegate holding one vote.
- 3.2 FACCS 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 FACCS.
 - c. Request documentation as proof of expenditure of previous funding allocations.
 - d. Request the return of any funding allocation that has not been used or has been used in a way contrary to that outlined by the specific funding request that the allocation was based upon.
 - e. Grant money upon majority vote of all the voting members of FACCS.
- 3.3 To receive funding, Clubs and Societies shall be required, per term, to provide:
 - a. A full and complete budget
 - b. A complete record of expenditures; and
 - c. A financial report of each term
- 3.4 FACCS shall meet:
 - a. A minimum of once per Fall and Winter term
 - b. When called by the Clubs and Societies Commissioner or by the Vice-President responsible for Clubs and Societies
- 3.5 Meetings of FACCS shall require proper and public notice.
- 3.6 Applications to be heard at a meeting of FACCS must be received by the Clubs and Societies Commissioner at least 3 working days before said meeting.
- 3.7 All meetings of FACCS shall be open and accessible to the public and minutes shall be available upon request.
- 3.8 Grants to an individual Club or Society shall:
 - a. Applications for funds shall be made to the Clubs and Societies Commissioner
 - b. Grants for an individual Club or Society from the FACCS contingency fund shall not exceed \$1000.
 - c. A simple majority vote of all members of the FACCS board shall be required for approval of funding.

4.0 Certification and Re-Certification

- 4.1 Clubs and Societies are eligible to be certified by a simple majority of the Board as long as they have provided the following to the Clubs and Societies Commissioner by the date set by the Clubs and Societies Commissioner:
 - a. A written constitution, not in contravention of the CUSA Constitution, Bylaws, or Policy Manual, embodying the aims and structure of the Club or Society,
 - b. A formal budget, including all projected revenues and expenditures,
 - c. A list of minimum 8 (eight) 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 Commissioner by the date set by the Clubs and Societies Commissioner:
 - 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.

5.0 De-Certification

- 5.1 De-certification of a Club or Society results in all grants and use of resources through CUSA being suspended.
- 5.2 De-certification may occur when:
 - a. A Club or Society fails to fulfill the re-certification requirements outlined in this Bylaw.
 - b. Actions taken by the Club or Society are contrary to the Constitution, Bylaws, or Policy Manual 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.
- 5.3 Written notice of intention to decertify shall be given to the Club or Society to be decertified no less than 10 (ten) days prior to the Board meeting.
- 5.4 A Club or Society shall be deemed decertified upon a simple majority vote in favour of the de-certification by the Board.

6.0 Membership Fees

- 6.1 All Clubs and Societies must charge a membership fee of at least \$5.00 (five-dollars) in order to qualify for funding from the Association.
- 6.2 All Club and Society members must be given receipts or appropriate confirmation of payment.
- 6.3 The membership fees collected will be reported in budget and financial statements which the Club or Society submits to the Clubs and Societies Commissioner.

Clubs and Societies' Code of Conduct

All clubs and societies shall be certified by the Carleton University Students' Association (CUSA) prior to receiving funding and other benefits that CUSA offers.

All executive members of any club or society are responsible to act in a manner that reflects the prestige and pride of Carleton University and the Carleton University Students' Association.

All executive members of any club or society are accountable for the behaviour of their members and visitors in the setting of an event in which that group is responsible.

The executive members of any club or society will be held accountable in the event that any member or visitor of a club or society destroy or damage any facility or item belonging to Carleton University or the Carleton University Students' Association during an event or presentation of that club/society. The executive members will be responsible for the repayment or replacement of those items.

Should any member or visitor of a club or society harm or incite to any person(s) during any event or presentation on behalf of a club/society, the Department of University Safety and the Ottawa Police will be contacted immediately.

All clubs and societies executive members are to use all club/society fundraising monies and FACCS funding granted by CUSA in a responsible fashion. Misuse of any monetary donation will result in de-certification of the club or society.

All clubs and societies are to submit a mid-term and year-end fiscal report stating the background behind all monies used and earned by the club/society. The Clubs & Societies' Commissioners will determine the submission date for both the mid-term and year-end reports. Failure to submit the report will result in a permanent hold on FACCS funding and all other funding from CUSA until the report is submitted to the Commissioners.

All clubs and societies will be responsible to have one to two representatives who will be the ONLY contact people for the group. These persons will be responsible for keeping in contact with the Clubs & Societies' Commissioners and act as representatives for the group when dealing with the Commissioners and Vice-President (Internal) of CUSA.

Clubs and societies wishing to book the Atrium (formerly Baker Lounge) will abide by the Atrium Booking Policy as set out in this Clubs and Societies' handbook. Failure to abide by this process will result in the cancellation of all Atrium bookings.

All posters, handbook materials, brochures, and handouts given out or displayed on a club's/society's behalf must be factual material with direct references where these facts can be verified. All handout material must include the Club or Society name and contact information.

Failure to comply with any of the point in this Code of Conduct may result in a three (3) month suspension of the club/society, de-certification, permanent ban from using all

Carleton and CUSA facilities and materials, the repayment for any damaged material and the suspension of any monies given to the club/society by CUSA.

Release, Waiver and Indemnity for CUSA Clubs and Societies

This is a copy of the legal document that all clubs/societies members must read and accept when joining a club. This document is included in the "Clubs and Societies' (Re)-Certification Package".

In consideration of the acceptance by (insert club/society name), a recognized CUSA club or society ("the Club/Society"), of my application for membership and the sponsorship of CUSA of the events conducted by the Club/Society, I hereby release, waive, and forever discharge the Club/Society and CUSA, it's agents, employees, servants and representatives of and from all claims, demands, costs and expenses, actions and causes of actions, whether in law or in equity (hereinafter referred to as "claims"), in respect to death, injury, loss, or damage to my person or property howsoever caused, including negligence on the part of CUSA, it's agents, employees, servants and representatives, arising out of or in any way connected with my participation in the events organized by or conducted by the Club/Society and sponsored by CUSA, whether at its facilities or not.

I further hereby AGREE TO INDEMNITY AND HOLD HARMLESS THE CLUB/SOCIETY AND CUSA, it's agents, employees and representative, from and against all claims incurred by any or all of them arising out of or in any way connected with my participation in the activities of the Club/Society.

This Release, Waiver and Indemnity is binding upon me, my heirs, executors, administrators, successors and assigns.

I acknowledge having read and understood the above Release, Waiver and Indemnity. Furthermore, I acknowledge the acceptance of these conditions with my signature under the "Signature of Member" column of this document.