

Becoming a CLUB or SOCIETY: The Certification Process

All clubs and societies that have been certified by the Clubs and Societies Board are eligible to benefit from the resources that the Carleton University Students' Association (CUSA) provides. When the group is certified, CUSA assumes certain responsibilities and agrees to assist the group in every way possible. The new club/society also agrees to abide by specific rules and more importantly, strives to provide a service for the student community of Carleton University.

Certification is an easy process, which includes:

Submit the (Re)-Certification Package

Participants must present:

- ~ A constitution
- ~ A budget*
- ~ A list of at least ten (10) club/society members
- ~ A list of at least (3) executive members*
- ~ A thirty (30) word summary describing the purpose the club/society, as well as long and short-term goals*
- ~ A signed "Code of Conduct Contract Agreement"
- ~ A signed "Release, Waiver, and Indemnity" form
- ~ A Financial Assistance Committee for Clubs and Societies (FACCS) application

*This item must be submitted in both hard (i.e. paper) and soft (i.e. electronic via email) copy format.

A "Clubs and Societies (Re)-Certification Package" can be either downloaded from the CUSA website (www.cusaonline.com) or picked up at the Clubs and Societies' office in 426 University Centre.

This package must be given to one of the Clubs and Societies' Commissioners by the due date specified.

Send Representative(s) to Clubs and Societies'

At least one executive member of the club or society in question must attend the Clubs and Societies' certification meeting****this is mandatory for all clubs to attend****. The representative may be required to give a short presentation on your club/society and answer any questions that may arise. The Clubs and Societies' Board will vote to determine if the group should be certified as an official CUSA club or society.

***Note: Recertification**

- If the club or society has previously been certified, it is still required to submit all of the documentation outlined in the (Re)-Certification section. Any club or society that has outstanding debts to CUSA and has not made repayment arrangements will **NOT** be considered for re-certification.

- If the club/society is (re)-certified in the fall session, this certification is valid for the duration of the academic year (unless the group is de-certified by the Clubs and Societies Board). The winter term certification process is ONLY for those groups who were not (re)-certified in the fall session.

Decertification

Clubs and societies can be decertified for the following reasons:

- ~ Failure to abide by the CUSA Constitution, By-laws, and/or Policies
- ~ Failure to abide by your Club or Society Constitution
- ~ Violation of campus regulation
- ~ Endorsing or participating in discriminatory activities
- ~ Failure to fulfill the (re)-certification requirements as outlined in the Clubs and Societies by-Laws such as:
 - ~ Failing to attend the Clubs and Societies certification meeting
 - ~ Failure to submit the necessary (re)-certification materials, etc.,
 - ~ Failure to maintain contact with the Clubs and Societies Commissioners or CUSA
 - ~ Conscious misrepresentation of facts when submitting or requesting information, resources, funding, or fraud
 - ~ Failure to repay or make arrangements for repaying of monies owed to CUSA

Fees, Funding, Finances & Fundraising

Fees

Membership Fees

All clubs and societies must charge their members a membership fee of at least \$5.00 in order to qualify for funding from the CUSA.

All Clubs and Societies members must be given receipts or appropriate confirmation of payment.

All membership fees collected should be reported in the clubs or society's budget and financial statements that are submitted to the Clubs and Societies' Commissioners.

Funding

Certified clubs and societies are eligible to receive funding from CUSA through the Financial Assistance Committee for Clubs and Societies (FACCS). Once in the Fall and once in the Winter term

Eligibility for FACCS Funding

To be eligible for FACCS funding, a club/society must provide services and carry out events for the greater Carleton community that are enlightening, educational and enjoyable.

FACCS funding eligibility is based on three dimensions that describe acceptable club/society activity:

Carleton: Any activity that positively promotes Carleton through academic interaction, competition or deeds of good will

CUSA: Any activity that supports and contributes towards programs and the defined objectives of CUSA. This type of activity could involve mobilizing students for elections, rallies, or even direct participation in CUSA-sponsored events.

Community: Any activity that encourages dialogue between Carleton students and the Ottawa community through academic, social, or charitable means.

Helpful Hints to Consider When Applying for FACCS Funding:

- ~ FACCS funding application forms must be legible and complete
- ~ Do not inflate revenue and expense estimates in an attempt to receive more funding
- ~ When appearing before the Board, present all relevant documents and be prepared to explain, in a clear and comprehensive fashion, the purpose and nature of any events being planned.
- ~ If the group is approved for FACCS funding, a cheque will be issued within two (2) weeks in the group's name. When the money is spent, receipts must be presented to the Clubs and Societies' Commissioners to indicate that the money was used as per the previously established budget. Clubs/Societies that do not adhere to this rule will be asked to return the funding. This event may possibly affect the group's eligibility for FACCS funding in the future.

If followed, the above suggestions will dramatically influence the likelihood of success when applying for FACCS funding. Questions about the FACCS funding procedures can be directed to the Clubs and Societies' Commissioners.

Finances and Fundraising

Finances

Preparing a budget is one of the most important tasks that a club or society must complete. The budget enables a club/society to be able to accurately organize events. It also acts as a tool for FACCS to determine how much money the group requires and deserves. The process of planning a budget is not a difficult one. Please consult our website for a sample budget. Also please note that the Commissioners' are there to help, and will be holding workshops to help you complete your FACCS application correctly, it is to your advantage to attend these workshops. However it is not mandatory to attend these workshops.

Bank Accounts

All clubs and societies must have a bank account to hold their funds. The Bank of Nova Scotia, located on the Tunnel Level of Paterson Hall, is a convenient, on-campus location for clubs and societies' bank accounts.

Important details regarding bank accounts:

There is a minimum requirement of two (2) executive signing authorities on the account. These representatives are usually the President and Treasurer of the group. Executives with signing authority have the power to withdraw from and deposit funds into the bank account on the club's/society's behalf.

Existing clubs and societies usually have to transfer signing authority from the previous year's executive to the new executive. In order to do this, new signing officers must go to the bank with the previous signing officers. A witness, who is also a member of the club or society in question, must accompany the previously mentioned sets of signing officers. If for any reason the previous year's signing officers are unreachable, please see the Clubs and Societies' Administrative Commissioner in the Clubs and Societies office. A letter of permission will be issued for the bank. The Bank of Nova Scotia or any commercial bank, we will be happy to answer any questions in regards to setting up an account. The Carleton campus branch can be reached at (613) 564-5363

Fundraising

Although CUSA does support the efforts of clubs and societies through FACCS funding, the available funds are nevertheless limited. It is imperative that clubs and societies do their part in securing revenues for their association. Bake sales, Walk-a-thons, Silent auctions, sponsorships from companies in the community, and banquets are just a few examples of potential fundraising activities.

Please note: Clubs and societies that are active participants in fundraising activities do not receive less funding than those who do not fundraise. Fundraising can only work in the favour of a club/society. Also note there is a new procedure where clubs and societies do not show fundraising initiative, they will not receive FACCS funding.

Posting Policy and Procedure

Policy

Posters placed in high traffic areas of the university are very useful advertising tools for clubs and societies' events. The CUSA Posting Policy is as follows:

- CUSA and the University will continue to share the responsibility of the upkeep and use of all CUSA posting boards in the University Centre and the tunnels
- All postings considered racist, xenophobic, sexist, homophobic, obscene, pornographic or offensive in any way will not be posted on these boards
- All posting must include:
 - Groups name
 - A contact name and email address
- Postings will not be permitted on doors, windows, painted surfaces, lockers, in the washrooms, over top of other posters, or any surface not explicitly denoted as an official posting area
- All items posted in the above mentioned areas will be immediately removed and destroyed

- Any items posted without CUSA's permission will be immediately removed and destroyed
- Clubs and societies who fail to adhere to this policy risk receiving a three (3) month suspension from posting privileges, de-certification, or a permanent ban from using all Carleton and CUSA facilities and materials
- All posting for housing will be limited to the designated housing boards in the University Centre and Residence Commons.

Procedure

Advertising for clubs and societies has never been easier! Just follow these simple steps:

- Go to the CUSA main office (401 Unicentre) with the posters in question. The Vice President (internal) must approve the poster before it is posted
- Leave the posters with the CUSA front desk staff. They will ensure that the posting are forwarded to the CUSA posting employee, who will post the advertisements on the clubs/societies' behalf. Clubs and societies participants cannot post the advertisements themselves
- Poster requirements – A maximum of:
 - Ten (10) 8.5" X 11" (or smaller) posters
 - Five (5) 11" X 17" posters
 - Three (3) posters larger than 11" X 17"
- All posting must have the CUSA authorization stamp. Without it, the postings will immediately be removed. The CUSA employee in charge of posting will stamp the advertisement upon approval.
- All advertisements will be posted for a maximum period of fourteen (14) days or until the day after the event, whichever day comes first.
- Only one (1) poster of the same kind can be put on one board at the same time.

Clubs and Societies' Days

As the most important type of Clubs & Societies events, Clubs and Societies' Days are incredibly helpful in creating awareness and recruiting members from the general student body. These fairs are located in the Atrium (4th Floor Unicentre). This location is one of the most high-traffic areas at Carleton University. Please contact the Programming Commissioner to reserve table space for these exciting expositions!

Tunnel Paintings

Clubs and societies have the opportunity to create a tunnel mural to create awareness of their group. An application for permission to create a tunnel painting can be picked up at the Clubs & Societies' Office or at Equity Services. Equity Services is the university department who grants permission to paint a mural.

Mailboxes

The format of clubs and societies' mailing address is as follows:

[Club Name]

c/o Carleton University Students' Association

401 Unicentre

Ottawa, ON

K1S 5B6

Room and Facility Booking

There is an abundance of rooms and facilities available on campus for clubs and societies to book for events. To ensure that the event proceeds as planned, rooms and facilities should be reserved at least two weeks in advance of the event. Clubs and societies should direct bookings to <http://www.carleton.ca/registrar/scheduling/adhoc.htm> addressing the nature of the event as well as the number of people attending.

Photocopying Accounts

All clubs and societies are given an annual \$30.00 photocopying grant. Groups can submit additional funds for photocopying if they so desire. If a group exceeds the established amount (i.e. \$30.00 grant the additional funds submitted by the club/society), the account will be shut down. The balance of the account must be paid to CUSA by the end of the academic year.

Carleton University Students' Association (CUSA) By-law IX and X 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.

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.
- 2.0 The Clubs and Societies Introduction meeting
- 2.1 Each Club or Society must send an executive to the meeting unless proper notice has been given to and been accepted by the Clubs and Societies Commissioner.
- 2.2 There shall be a meeting once (1) in the Fall term and once (1) in the Winter term for all Clubs and Societies after their certification.
- 2.3 The Introduction Meeting shall
 - a. be the opening session for all Clubs and Societies certified that term.
 - b. be responsible to elect members to the Financial Assistant Committee for Clubs and Societies one (1) in the Fall term and once (1) in the Winter term.

The Clubs and Societies Committee

The Committee shall consist of:

- a. The Clubs and Societies Commissioners
- b. The CUSA Vice-President responsible for Clubs and Societies or his/her delegate
- c. The CUSA Vice President Finance or his/her delegate
- d. Three (3) delegates; two (2) Clubs and one (1) Society, 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 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.
- 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 Commissioner once they have provided the following to the Clubs and Societies Office 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 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 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.
- 4.3 If at the time of certification or recertification the Vice President Internal Affairs and/or the Clubs and Societies commissioners question the legitimacy of a Club or Society 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.

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 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.
 - e. A Club or Society fails to attend a work shop outlined in section 8.0
 - f. A Club or Society fails to submit all receipts from each term
 - g. A club or Society does not meet requirements during an Annual Review as per section 9.0
- 5.3 A Club or Society shall be deemed decertified upon a simple majority vote in favour of the decertification by the 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 10 (ten) days prior to the CUSA Council meeting.

6.0 Membership Fees

- 6.1 All Clubs and Societies must charge a membership fee of at least \$5.00 (five-dollars), unless appropriate documentation can be provided to prove that a Club or Society is affiliated with a provincial, federal, international and/or incorporated body whose bylaws prohibit the collection of membership fees and/or are prohibited by legislation, 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 the budget and financial statements which the Club or Society submits to the Clubs and Societies Commissioner.

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.

Clubs and Societies Annual Review

- 8.1 Each Club and/or Society may be randomly selected by the Clubs and Societies Commissioner or by recommendation by the FACCS Board for a Review of the Club or Society's spending.
- 8.2 If chosen for a Review the club or society must provide all necessary documentation to the Clubs and Societies Commissioner.
- 8.3 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 FACCS for the following fall term.
- 8.4 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 the FACCS in the future.

By Law X- Financial Assistant Committee for Clubs and Societies

- 1.0 Financial Assistance Committee for Clubs and Societies (FACCS)
- 1.1 FACCS shall consist of the following voting members:
- a. A Clubs and Societies Commissioner as chairperson
 - b. The CUSA Vice-President responsible for Clubs and Societies or designate clerk
 - c. The Vice President Finance of CUSA or designate
 - d. Six (6) delegates; two (2) Clubs and two (2) Societies, elected at the fall Introduction meeting. The Clubs or Societies that receive the highest number of votes following the first four (4) delegates shall fill the remaining (2) seats. Each delegate shall hold one vote.
- 1.2 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 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.
 - d. Grant money upon majority vote of all the voting members of FACCS who are present.
- 1.3 FACCS shall meet:
- a. A minimum of once per Fall and Winter term.
 - b. When called by the Clubs and Societies Commissioner, by the Vice-President responsible for Clubs and Societies or by any three FACCS Members.
 - c. when there is proper and public notice given

1.4 Quorum for FACCS shall be five (5) committee members

2.0 FACCS Procedure

2.1 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

2.2 Applications to be heard at a meeting of FACCS must be received by the Clubs and Societies Commissioner by the deadline set.

2.3 Grants to an individual Club or Society shall not exceed \$1000.00 per term.

3.0 Contingency Fund

3.1 Five percent (5%) of all funding allocated to FACCS shall be reserved for a contingency fund. This fund shall be distributed as follows:

- 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 Financial Review

4.1 A financial Review can be performed on any club or society by recommendation of the FACCS

4.2 A recommendation for financial Review must be supported by three members of FACCS. There is no requirement to vote.

4.3 It is the responsibility of the Clubs and Societies Office to conduct the financial review in cooperation with Vice President Finance and the Vice President responsible for Clubs and Societies.

5.0 FACCS Feedback

5.1 Any club or society may request to see the notes made by FACCS regarding their specific funding application

6.0 Asset Registry

6.1 All Clubs and Societies that purchase permanent assets, as deemed so by FACCS, exceeding \$100 must register them with the Clubs and Societies office.

6.2 These Assets must be passed from outgoing executive to incoming executive. In the event that the club ceases to exist then the Club or Society must relinquish all registered assets to the Clubs and Societies Office.

6.3 The Club or Society must include at least two quotes for the assets that they wish to purchase at the time of their presentation to the FACCS Board.

7.0 Funding Policies

7.1 Purpose

- a. FACCS 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 FACCS may examine all applications on a case-by-case basis, but the goal is to allocate funding fairly among all clubs and societies.
- c. Funding will be allocated on a per term basis unless otherwise stated
- d. It is not the jurisdiction of the FACCS to determine funding based on the nature of the event with regards to CUSA's discrimination policy or safe space requirements.

- e. FACCS may fund all club and society applicable events regardless of revenue, to a maximum of the difference between expenses and revenue.
- 7.2 Refreshments
 - a. FACCS will not cover refreshments for club or society general meetings, as deemed so by FACCS
 - b. FACCS may cover no more than half of refreshments for club and society approved events to a maximum of \$100
 - c. There may be exceptions for clubs whose purpose and mandate surround the serving of food, or for cultural/religious events
 - d. FACCS will not fund the purchase of alcohol
- 7.3 Apparel
 - a. FACCS will not fund clothing apparel for club or society executives or members
- 7.4 Supplies
 - a. FACCS will not fund business cards and letter head.
 - b. FACCS may partially fund the purchase of large assets for clubs as long as they abide by the asset registration policy.
- 7.5 Room and Equipment Rentals
 - a. All clubs and societies are recommended to use the free room bookings available on campus as well as the equipment available through CUSA
 - b. In the event that an event has to be done off campus FACCS may cover up to one quarter for the cost of space booking.
 - c. In the event that CUSA equipment is not appropriate FACCS may fund the costs of using the AV equipment in campus areas. This applies for a maximum of \$300
 - d. FACCS will not fund the rental of any office or storage space
- 7.6 Alternative funding
 - a. FACCS will not fund any club or society that receives a levy from the entire Carleton student body.
 - b. FACCS will not fund any club or society that is a subsidiary of a for-profit private sector corporation.
- 7.7 Websites
 - a. All Clubs and Societies websites must be hosted at carleton.ca, unless the club can demonstrate that their website has an appointed moderator and can provide contact information to the Clubs Office.
 - b. FACCS will not provide funding for external websites.
- 7.8 Advertising
 - a. CUSA provides a \$30 photocopying account for each club and society
 - b. FACCS may fund up to half of advertising costs up to a maximum of \$100
- 7.9 Guest Speakers
 - a. FACCS may fund guest speakers for clubs and societies on a case by case basis.

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 points 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.

CUSA Safe Space Policy

Safe Space is the principle that there is a place where people can go and be free of harassment, oppression and discrimination regardless of sex / gender identification / expression, age, relationship status, sexual orientation, political affiliation, religion, physical ability, etc.

Conversation, gestures, print and visual media, general discussion, event planning, area operation, etc.: all these activities within CUSA Space must be non-discriminatory and aim to create a welcoming atmosphere for all students

Whether or not a space is actually safe depends on the people in it to make an active effort to maintaining a welcoming atmosphere

Space is space; safe space is therefore created through an active collective effort and does not come into being on its own

How safe a space is depends upon the individual perceptions of the people in it

What is safe to one may not seem safe to another; communication of intent, perception, feeling and goals needs to be articulated and expressed by everyone

If at any time a student identifies they are uncomfortable (or you sense some one is uncomfortable) Safe Space is transgressed and action needs to be taken to rebuild a safe and comfortable atmosphere for all students

If a Safe Space transgression cannot be mediated successfully, the transgressor may be asked to leave the space either temporarily or permanently, depending on the transgression.