

Clubs and Societies By Law VIII

- 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.
- 3.0 The Financial Assistance Committee for Clubs and Societies (FACCS)
- 3.1 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.
- 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.
- 3.2 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.
 - c. when there is proper and public notice given
- 3.5 Quorum for FACCS shall be five (5) committee members
- 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. not exceed \$1000.00 per term; and
- 3.9 Ten percent (10%) 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 The Clubs and Societies Committee
- 4.1 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.
- 4.2 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.
- 4.3 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.
- 4.4 Meetings of the Committee shall require public notice.
- 5.0 Certification and Recertification
- 5.1 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.
- 5.2 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.
- 6.0 Decertification
- 6.1 Decertification of a Club or Society results in all grants and use of resources through CUSA being suspended.
- 6.2 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
- 6.3 A Club or Society shall be deemed decertified upon a simple majority vote in favour of the decertification by the CUSA Council.
- 6.4 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.
- 7.0 Membership Fees
- 7.1 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.
- 7.2 All Club and Society members must be given receipts or appropriate confirmation of payment.
- 7.3 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.
- 8.0 Workshops
- 8.1 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.
- 9.0 Clubs and Societies Annual Review
- 9.1 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.
- 9.2 If chosen for a Review the club or society must provide all necessary documentation to the Clubs and Societies Commissioner.
- 9.3 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.