

CLUBS POLICY

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY

Responsibility	Vice-President (University Affairs)
Approved by	Assembly
Date initially approved	March 29, 2018
Date last revised	October 15, 2019



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Purpose

The purpose of this policy is to consolidate all club policies formerly found in Policy Manual 1 and Policy Manual 2. This document will serve as a centralized resource explaining all rules that must be followed by new clubs, existing clubs, clubs seeking to be ratified and the policy for de-ratification of existing clubs.

Terminology and definitions

“Queen’s Club” means a student-run group formed by a minimum of five students, approved by the Ratification Review Committee and ratified by AMS Assembly to provide opportunities for meaningful participation and engagement for students and members of the Queen’s and Kingston community. Queen’s clubs are bound by the mandate, policy and constitution of the AMS. Two Queen’s Clubs may not be in existence that provide the same service and opportunities in the same manner unless otherwise approved by the Ratification Review Committee.

“Club Member” means a Queen’s student who has full rights as a part of a club they have willingly joined. All club member behaviour is a reflection on the entire club. Club executives shall keep a detailed, up-to-date record of all club members, including, but limited to their name and position.

“Club Volunteer” means non-Queen’s students who assist in club affairs but do not host, manage, vote, or create club activities, events and policies. Clubs that have volunteers must have policies within their constitution to outline a volunteer’s relationship to the club. Club executives shall keep a detailed, up to date record of all club volunteers, including their name and relevant affiliation. Volunteers are part of the group on their own volition.

“Club Participant” means students of Queen’s or non-Queen’s students who attend an event hosted by a club but have no other relationship with said club. Participant’s actions are their own and do not reflect the club. Participants are part of the group on their own volition.

“Club Event” means any activity that seeks to fulfill the mandate of a club yet surpasses the daily operational functions such as a club meeting. This includes, but is not limited to, any event that involves physical activity, food, alcohol, and transportation. Any club event must be pre-approved through participation in the event sanctioning process. Clubs are eligible to submit one event sanctioning form for all recurring events.

“Probation” means temporary de-ratification and the removal of all privileges therein associated.

“Ratification Review Committee” is used to explain the committee that oversees the fall and winter ratification process, and the spring re-ratification process. This committee is chaired by the Director of Clubs and is composed of the AMS General Manager, Vice-President of University Affairs, and Deputy Director of Clubs.

“Space Allocation Committee” is also chaired by the Director of Clubs and the AMS General Manager, SLC Managing Director, Deputy Director of Clubs and the Vice President University Affairs sit as voting members. This committee convenes once a year in April and governs the allocation of designated Queens Clubs space.

“Bursary” is a sum of money that can equal up to \$100 allocated by the Director of Clubs to a club member based on financial need. The bursary is designed to subsidize the partial cost of the event/initiative. Only the Director of Clubs sees bursary applications and the entire process is confidential.

“Grants” can be applied for during the Summer/Fall/Winter terms to help offset the cost of club initiatives. The Club Grants Committee chaired by the Director of Clubs and sat on by the Deputy Director of Clubs, the AMS General Manager, the Vice President of University Affairs, a member from Assembly and a member from Board convenes 3 times per year to determine the amount given to clubs. There are two main grants on campus, the New Clubs Grant which can be up to \$100 awarded to only new clubs, and the Clubs Experience Grant.

Statement

By creating this policy and streamlining the processes that must be followed by clubs, it is the expectation of the AMS that it will be easier for clubs to understand their relationship with the Clubs Office and the AMS. In the past, there has been dispute over what policies pertain to clubs and where to find them. By creating one centralized document, clubs will be able to access regulations more easily, and will be better equipped to understand the requirements of being an AMS club. This document will act as the foundation for all club related matters and will be kept with the most up-to-date amendments.

Scope

This policy is a set of rules pertaining to the day-to-day operations of all AMS clubs. It outlines the roles and responsibilities of each club and the necessary procedures that must be followed to retain club status. The areas that this policy covers include:

- Space
- Granting
- Bursaries
- Ratification, Re-Ratification and De-Ratification
- Eligibility for Club Members and New Clubs
- Resources Provided to Clubs by the Clubs Office

Roles and Responsibilities

In order to ensure that the relationship between the Clubs Office and clubs on campus is successful, it is imperative that there constant and open communication. It is the expectation that clubs will abide by all the policies laid out in this document and the office will work to ensure that it is relevant and accessible for clubs.

The Director of Clubs: The Director of Clubs oversees the ratified clubs on campus and is responsible for ratifying clubs, allocating space, and distributing grants. They manage the day to day operations as well as long-term planning for the Office. They act as the main liaison between the AMS, SGPS, and the clubs community.

Deputy Director of Clubs: The Deputy Director of Clubs oversees spaces. They work alongside the SLC Operations Manager to manage club spaces and to ensure that they are maintained in good condition throughout the year.

Clubs community: The Clubs Community contains all contributors to Queen's Clubs including club members, volunteers and participants.

Policy

Section 1: Affiliation with the AMS

1. Rights and Privileges
 - a. Every club has the right to be listed as a ratified Queen's Club and have club information on myams.org.
 - b. Clubs may request a mailbox in the main AMS offices.
 - c. Every club has the right to consistent and regular communication from the Clubs Office including, but not limited to, due notice of all deadlines and dates regarding grants, space requests, re-ratification, and workshops.
 - d. Every club has the right to solicit members and collect membership fees of a reasonable amount as well as solicit volunteers and participants for club activities and events.
 - e. Every club has the right to use University space subject to all regulations that govern such space. As well, they have access to such space under the ratified club fee slate and shall be able to request office or locker space to carry out their activities.
 - f. Every club may apply to participate in events hosted by the Clubs Office, including but not limited to Tricolour Open House, club workshops, executive forums and socials.
 - g. Clubs shall also have access to other services provided by the Clubs Office such as bank notation for transfer of signing authority.
 - h. Every club has the right to request assistance from the Clubs Office to carry out the functions of their club and in specific tasks including preparing club financial statements and budgets, planning, marketing, executing events.
 - i. Every club has the opportunity to apply Clubs Grants except as prohibited under Club Grants eligibility guidelines and club finance policy.
 - j. Every club is covered under AMS insurance provided they follow all regulations and requirements regarding insurance. Proportional and appropriate sanctions shall be applied for any violations of the risk management strategies of the AMS regarding insurance.
 - k. Every club has the ability to operate in an autonomous fashion within constraints of clubs policy and Queen's University Code of Conduct and have jurisdiction over its own governmental structure, its aims and purposes, and its policy. Every club has the authority to run social events subject to the guidelines of its constitution.
 - l. Every club shall be entitled to send a representative to the monthly Clubs Caucus, and to fully participate in any discussion or vote.

2. Obligations

- a. Every club shall hold all activities and events in accordance with their mandate as stated in their clubs constitution. An updated constitution shall be submitted each year during the re-ratification process.
- b. Every club shall open membership to all/any fee-paying Queen's students and not be exclusive in its membership except in accordance with the Ontario Human Rights Code.
- c. Every club shall abide by all relevant university policies.
- d. Every club shall undertake all financial dealings in accordance with AMS policies on club financial responsibility and accountability and as such, shall have double signing authority on all accounts, keep proper financial records which include yearly budgets and actuals and tracks monies received and paid out, have a fiscal year which corresponds with that of the AMS (May 1^{to} April 30) and shall not operate in a deficit.
- e. Every club shall answer all communication from the Clubs Office, the AMS Executive or AMS General Manager, the Student Life Centre, the general student population and other contacts in a timely fashion. This includes, but is not limited to, collecting contents of their mailbox at least once a week, and replying to all email correspondence with the Clubs Office within 3 days.
- f. Every club shall adhere to all AMS policies and agreements regarding insurance and risk management. This includes participating in the event sanctioning process within the required deadlines for every event being hosted by the club.
- g. Every club shall abide by all rules and regulations regarding buildings and space. This includes the Student Life Centre Constitution, Student Life Centre Reservations Policy, Student Life Centre Reservations Conditions and any other SLC policies as implemented by SLC Council or its committees. Additionally, every club shall have their name clearly stated on all advertising and publications.
- h. Every club shall attend all mandatory club workshops.
- i. Every club shall keep and maintain membership lists and volunteer lists if applicable to provide to the Clubs Office upon request. Clubs with volunteers shall also have constitutional policy defining the relationship with said volunteers.
- j. Every club shall seek approval from Director of Clubs to utilize the AMS logo and ensure accordance with AMS visual identity standards if approved.

- k. Every club shall undertake extensive transitioning for the incoming executives on the club's policies and documents and the policies of the AMS regarding clubs. Furthermore, there shall be a permanent contact email that is used by the club each year and is transitioned to the next year's executive. New club executives are expected to communicate with the Clubs Office over the summer months.
- l. No club may misrepresent or slander the AMS, the SGPS, another club, the University or any member of the university community.
- m. Every club shall have its constitution posted online or otherwise available to all club members.

3. Constitutional Guidelines

- a. All Queen's clubs are required to have a constitution dictating their structure, organization, operation and mandate.
- b. Club constitutions are living documents, to be adhered to by the club members and executive at all times.
- c. Any club found in violation of their constitution may be subject to sanctions, including de-ratification, and shall be required to meet with the Director of Clubs.
- d. Any clubs found in violation of the Queen's University Code of Conduct, shall be subject to group non-academic misconduct.
- e. Without in any way limiting the generality of the foregoing, the constitution of a club shall include sections dealing with the following matters:
 - I. its objectives;
 - II. formal recognition of the AMS mission and operating statements ;
 - III. conditions of membership;
 - IV. the rights, privileges and obligations associated with membership;
 - V. the composition of the governing body (bodies), including its officers, their mode of selection and their duties and/or privileges;
 - VI. the rules of procedure of meetings of the governing body (bodies);
 - VII. provisions for annual meetings;
 - VIII. reference to committees and committee work;
 - IX. separate fees and levies upon members and provision for approval thereof by the membership as a whole;
 - X. provisions for impeachment and votes of non-confidence regarding any officer;
 - XI. provision of adequate banking and account information;
 - XII. provision outlining the relationship between the club, its members, volunteers and participants;

XIII. hiring and removal policies.

Section 2: Ratification

- a. To become a club, all prospective groups shall fill out an application provided by the Clubs Office within any set deadlines. In addition, groups shall submit a constitution and demonstrate their ability to be financially responsible by submitting a budget detailing any revenue or expenses they foresee within the operation of their club for the given year.
- b. Ratification forms can be submitted to the Director of Clubs at two times during the year, one in the fall semester (within the academic year the club is expecting to operate or continue operating) and one in the winter semester (preceding the academic year in which the club is expecting to operate or continue operating).
- c. A ratification package shall be rejected by the Ratification Review Committee if it contains violations of Queen's University's Code of Conduct and/or the AMS Constitution or is incomplete. If any applicant wishes to appeal the decision of the Ratification Review Committee, a motion may be brought before an ad-hoc AMS appeals committee (made up of 5 voting members of the Assembly, the Vice-President University Affairs, a SGPS designate and the AMS General Manager to consider the relevant constitution and render a decision.
- d. Prospective clubs shall meet with the Director of Clubs within the thirty days to review their proposed constitution and financial plan.
- e. All clubs shall sign a Club Contract, provided by the Clubs Office in order to be ratified.
- f. The Director of Clubs shall inform AMS Assembly at each meeting of any ratification packages considered and decisions rendered. This shall be done in written form and each club's mandate and objectives shall be made available upon request.
- g. Once initial ratification is granted, a club is ratified for a period no longer than a year, expiring on April 30.
- h. The following requirements must be met in order for a club to be eligible to apply for ratification status through the AMS:
 - I. the club must operate for one semester (minimum) before an application can be submitted to the Director of Clubs;
 - II. the club must demonstrate student interest and involvement with a minimum of five executives and five general members for a total of ten Queen's students who have paid the full slate of AMS Student Activity Fees;

- III. the club must provide a timeline of tangible events to be held in that year, along with a full financial breakdown of revenues and expenses that they foresee;
- IV. the club must demonstrate their uniqueness from any other existing AMS ratified clubs.

Section 3: Re-Ratification

- a. Every club needs to submit a re-ratification form to the Director of Clubs at a set-out date before the end of the academic year. This includes a revised constitution and budget.
- b. Failure to submit the re-ratification package on time or complete the package may result in re-ratification not being granted. Should re-ratification not be granted, the club is considered de-ratified and affiliations with the AMS are severed including loss of all privileges.
- c. Any club that has been de-ratified due to failing to complete the re-ratification process may apply for ratification as a new club at the next ratification period.

Section 4: De-Ratification

- a. De-ratification is the immediate removal of all rights, privileges and association with the AMS including the usage of the name "Queen's." A club may continue to operate outside of the AMS without all privileges, rights, association of the AMS and the usage of the name "Queen's". De-ratification is indefinite unless another application for ratification is submitted at the appropriate time and granted. A club may apply for re-ratification at the next re-ratification period but said club is not guaranteed to be ratified. Failure to re-ratify yearly also results in de-ratification.
- b. Should a club become de-ratified, the club shall surrender all funds allocated to them under the purview of the AMS, including but not limited to Student Activity Fees and Clubs Grants.
- c. There are three ways an AMS Club can be de-ratified:
 - I. by a 2/3 vote on a motion to de-ratify a club at AMS Assembly;
 - II. by the Alternate Judicial Committee of the AMS Group Non-Academic misconduct system;
 - III. by the Vice-President University Affairs.
- d. If a motion is being brought forward to the Assembly to de-ratify a club, notice must be given to the AMS Secretary no less than one week in

advance of the meeting so the club can be duly notified.

Section 5: Club Space Allocation

1. General
 - a. Club space allocation shall be conducted annually in April.
 - b. This policy shall govern the allocation of all designated Queen's Club space.
 - c. Responsibility for this process shall rest with the Club Space Allocation Committee.
 - d. The Space Allocation Committee shall be chaired by the Deputy Director of Clubs.
2. Eligibility
 - a. All clubs which have been ratified or re-ratified by the Ratification Review Committee for the year commencing May 1st shall be eligible to apply for space for the academic year commencing the ensuing September.
 - b. The space allocation application shall be made available by the Director of Clubs to all clubs during re-ratification and throughout the year if space becomes available.
3. Contract
 - a. All clubs shall be required to sign a stewardship agreement prior to taking occupancy of their allocated space. The Director of Clubs shall be the AMS signatory.
 - b. Responsibility for determining and enforcing compliance with the tenant's contractual obligations shall rest with the Director of Clubs.

Section 6: Space Audits

1. General
 - a. All clubs are responsible for adhering to the stewardship agreement and club contract as outlined in Space Allocation Policy.
 - b. The Deputy Director of Clubs and the SLC Operations Manager will conduct space audits throughout the year. Results of biweekly space audits may be used in consideration of Space Allocation for the following year.
 - c. Any club failing to meet the requirements of their stewardship agreement and club contract may be subject to discipline by the Director of Clubs. Such discipline may result in having their space re-evaluated and being

potentially subject to re-allocation to a new space or removal of space privileges by the Space Allocation Committee and Clubs Office. Such disciplinary action shall be considered during the space allocation process in following years.

- d. In alignment with the signed stewardship agreement, clubs are responsible for paying any and all damages or expenses incurred for the mistreatment of space, as assessed by the Director of Clubs and SLC.

2. Other Considerations

- a. Any group/club experiencing physical/maintenance problems with their allocated space (e.g. heating, painting) shall direct their concerns to the SLC Facilities Officer.
- b. The AMS recognizes and supports in principle, the creation and maintenance of safe zones or safe space and may designate such spaces.
- c. A copy of this policy shall be made available to all groups/clubs applying for space.

Section 7: Club Finances

1. Funding from the Society

- a. Queen's Clubs shall be eligible to receive grants and/or donations through the AMS.
- b. Clubs Grants shall be allocated to the specific eligible clubs as determined by the Clubs Grant Committee.
- c. Queen's Clubs shall be eligible to receive student fees in accordance with all applicable AMS policy on student fee eligibility and process.
- d. Should a club become de-ratified, the club shall surrender all funds allocated to them under the purview of the AMS, including but not limited to Student Activity Fees and Clubs Grants.
- e. Where a club ratified by the Society has ceased to operate or otherwise become defunct, any funds received in that year (or previously at the discretion of the Vice-President Operations remaining in the group's account(s) shall be transferred to AMS Clubs Grants. Any such transfer shall not serve to replace existing club grant allocations but rather shall serve to augment such allocations. The VPOPS shall notify the AMS Assembly of all such transfers.
- f. Where a club is jointly ratified by a Faculty Society and the Clubs Office, both entities shall reach an agreement as to where the funds shall be allocated.

2. Budgeting

- a. All clubs shall be required to keep a detailed budget, including comprehensive accounts of all revenue and expenses incurred during the year.
- b. All clubs shall use a standardized budgeting template.
- c. Clubs shall be required to keep a copy of all receipts for a minimum of three (3) years.

3. Bank Accounts

- a. Clubs are advised, although not required, to establish a bank account.
- b. No club shall receive a student activity fee, nor a club grant, unless they have an authorized bank account in the name of the club and a verification letter must be provided to the Clubs Office for validation during the referenda process or in their application for a grant.
- c. All clubs shall have a minimum of two signing authorities on the bank account.
- d. When a club wishes to transfer signing authority, the Clubs Office shall provide an authorization letter.
- e. The AMS is not responsible for deficits on club bank accounts.

4. Audits

- a. All clubs may be subject to an internal financial audit conducted by the Director of Clubs or designate under the supervision of the Vice-President Operations annually.
- b. Should a club be audited, they may be required to submit bank statements, budget including projected expenses and actuals, receipts, long-term financial plans and any other information as required by the Vice-President Operations or designate.
- c. Clubs may submit a request to be exempt from an audit. Clubs will be considered for an exemption only if they outline, in detail, the reasons for the request and a credible outside organization submits a signed letter to the Director of Clubs indicating that they have assumed the responsibility for financial oversight of the club.
- d. Clubs which are exempt from internal audits will be ineligible for student fees and grants.
- e. All clubs that request to be placed on the referendum ballot will be subject to a financial audit conducted by the Vice-President Operations. Every effort will be made to discuss any issue(s) that arise through the audit with the respective club executives prior to the Assembly in which fees are approved for the referendum.

The results of the audit, and any follow up discussion, shall be presented to Assembly prior to the vote to place the fee on the ballot.

Section 8: Clubs Individual Bursary

1. Mandate

- a. The Clubs Bursary Program is intended to provide support to Queen's students who wish to attend or participate in a sanctioned Queen's club event and/or initiative but face financial barriers. The bursary is designed to subsidize the partial cost of the event/initiative. Advertisements/postings of the clubs bursary shall be released on social media and the Clubs Portal and shall be advertised throughout the year. The maximum funding that an individual may receive from this grant will be \$100.

2. Eligibility

- a. Funding shall be allocated to applicants who demonstrate a need for financial aid.
- b. The applicant must be a Queen's student and have paid the full slate of AMS or SGPS student fees.

3. Funding

- a. The allocations for the clubs bursary shall be set/approved annually by the AMS Assembly and shall appear as a line item under the Clubs Office budget.

Section 9: Clubs Student Constables Bursary

1. Mandate

The Clubs Office Student Constables Bursary is intended to enhance the financial accessibility for AMS clubs hosting sanctioned events that require Student Constables. The bursary is designed to subsidize the partial cost of Student Constable fees and applications will be accepted on a rolling basis throughout the year. Each application will be reviewed by the Director of Clubs, the Vice President University Affairs and the Head Student Constable.

2. Eligibility
 - a. Funding shall be allocated to clubs who demonstrate a need for financial aid.
 - b. The club must be ratified by the AMS and hosting an event that has been sanctioned by the AMS.
3. Funding

The allocations for the Student Constables Bursary shall be set/approved annually by the AMS Assembly and shall appear as a line item under the Clubs Office budget.

Section 10: New Clubs Grant

1. Mandate

The New Clubs Grant is intended to provide initial assistance for new clubs ratified within the granting period. This grant is in place to aid with the financial barriers that new groups face. This will encourage new groups to grow their presence on campus. This grant should not be relied on for full financial support, but rather assistance. The maximum funding that a club may receive from this grant will be \$100.
2. Eligibility/Criteria
 - a. The club will be a newly Queen's-affiliated student club, except those directly associated with registered political parties or external companies (not including Queen's associated charitable groups).
 - b. The club must demonstrate an effort to raise funds, or have other sources of funding.
 - c. The club must have a bank account set up in the name of the club at the time of submitting their application.
 - d. The club may only receive this grant once after ratifying as a Queen's club.
 - e. The club must pick up their cheque within sixty (60) days that grant results are released and sent to applicants via email.
 - f. The club shall submit a report form within thirty (30) days of spending the funds.
 - g. If a club does not pick up their cheque or submit a report form, the club will be ineligible to apply for the remaining granting periods of that year.
 - h. Any improper use of the money as specified by the Grants Review Committee shall result in a reimbursement of the full amount to the Queen's Clubs Office.

3. Funding

The allocation for the New Clubs Grant shall be set/approved annually by the AMS Assembly and shall appear as a line item under the Clubs Office budget.

Section 11: Clubs Experience Grant

1. Mandate

The Clubs Experience Grant is intended to continue to assist clubs in enriching student culture and experience on campus. This grant will only support events and/or initiatives that provide a positive benefit to members of the Queen's community. The maximum funding that a club may receive from this grant will be \$4,000.

2. Eligibility/Criteria

- a. The club shall be a Queen's-affiliated student club, except those directly associated with registered political parties or external companies (not including Queen's associated charitable groups).
- b. The club shall have a bank account set up in the name of the club at the time of application.
- c. The club shall submit a bank statement from the same month as the grant application deadline.
- d. The club shall demonstrate an effort to raise other funds. No club should rely solely on this grant for operation money.
- e. The club must pick up their cheque within sixty (60) days that grant results are released and sent to applicants via email.
- f. The club shall submit a report form within thirty (30) days of spending the funds.
- g. If a club does not pick up their cheque or submit a report form, the club will be ineligible to apply for the remaining granting periods of that year.
- h. Any improper use of the money as specified by the Grants Review Committee shall result in a reimbursement of the full amount to the Queen's Clubs Office.

3. Funding

The allocation for the Clubs Experience Grant shall be set/approved annually by the AMS Assembly and shall appear as a line item under the Clubs Office budget.

Monitoring

Compliance with this policy shall be monitored by the director of clubs or the deputy director. Documentation to support compliance with this policy will be reviewed by the director of clubs and shared with club executives. Ratified clubs or those seeking club status will be asked to provide documentation that meet the stipulations of this policy and are fulfilled as part of the agreement for support by the AMS. The effectiveness of this policy will be monitored over the academic year and will be updated annually to reflect any changes in the Clubs Office, improvements in procedures and feedback from stakeholders.

Contact person	Director of Clubs
Date of next review	May 2020
Related policies, procedures and guidelines	Student Activity Fee Policy
Policies superseded by this policy	Policy Manual 2