

CLUBS POLICY

ALMA MATER SOCIETY OF QUEEN'S UNIVERSITY

Responsibility	Vice-President (University Affairs)
Approved by	Assembly
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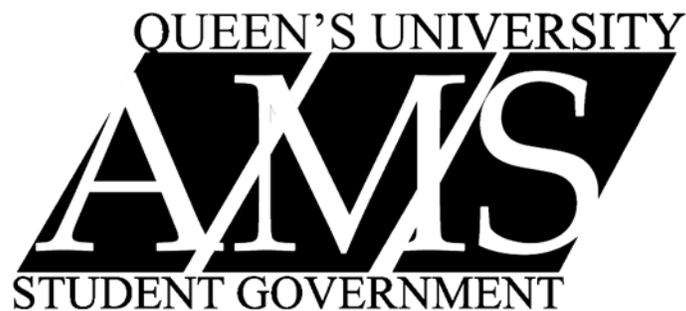


Table of Contents

Purpose	1
Terminology and definitions	1
Statement	3
Scope.....	3
Roles and Responsibilities	3
Policy.....	4
Section 1: Affiliation with the AMS.....	4
1. Rights and Privileges of a Ratified Club	4
2. Obligations	5
3. Constitutional Guidelines	6
Section 2: Ratification	7
Section 3: Re-Ratification.....	8
Section 4: De-Ratification	9
Section 5: Club Space Allocation.....	9
1. General	9
2. Eligibility.....	9
3. Contract.....	10
Section 6: Space Audits.....	10
1. General.....	10
2. Other Considerations.....	10
Section 7: Club Finances	11
1. Funding from the Society	11
2. Budgeting	11
3. Bank Accounts	11
4. Audits.....	12
Section 8: Clubs Individual Bursary.....	12
1. Mandate	12
2. Eligibility.....	12
3. Funding.....	13
Section 9: New Clubs Grant	13
1. Mandate	13

2. Eligibility/Criteria.....	13
3. Funding.....	13
Section 10: Clubs Experience Grant.....	14
1. Mandate.....	14
2. Eligibility/Criteria.....	14
3. Funding.....	14
Section 11: Club Awards	14
1. Mandate.....	15
2. Eligibility.....	15
3. Funding.....	15
Monitoring	16

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, who have paid their AMS/SGPS Membership fee, 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. Queen’s Clubs are unincorporated, non-profit entities.

“Club Member” means a Queen’s student who has full rights to 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 not limited to their name, position, and student number. This information will be used by the Clubs Office to check for AMS/SGPS Membership requirements and may be given to the University Advancement Office for their alumni database. Executives must obtain consent from their club members before providing the Office with this information.

“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 role/title. Executives must obtain consent from their club members before providing the Office with this information. 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, transportation, minors and/or more than 50 individuals. Any club event must be pre-approved through participation in the event sanctioning process in order to use their club name for the event and to ensure that they’re covered under AMS insurance. To be approved through event sanctioning, the club must be able to adequately mitigate risks at their event and the event must have an educational component. Clubs are eligible to submit one event sanctioning form for all recurring events.

“Probation” means temporary de-ratification and the removal of all club 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 Commissioner of Clubs and is composed of the AMS General Manager, Vice-President of University Affairs, and Assistant Commissioner of Clubs.

“Space Allocation Committee” is chaired by the Assistant Commissioner of Clubs and sat on by the AMS General Manager, SLC Operations Manager, Commissioner of Clubs, the AMS Facilities Officer 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 Commissioner of Clubs to a club member based on financial need. The bursary is designed to subsidize the partial cost of participation on a club or a specific event/initiative. Only the Commissioner 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 Commissioner of Clubs and sat on by the Assistant Commissioner of Clubs, the AMS General Manager, and the Vice President of University Affairs 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.

“AMS Members” include all students of the University who are enrolled in at least one course (three units), and who have paid all mandatory AMS student activity fees and the AMS Membership Fee.

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. By creating one centralized document, clubs will be able to access regulations more easily, and will be better equipped to understand the requirements and obligations 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 AMS 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 be 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 Commissioner of Clubs: The Commissioner 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.

Assistant Commissioner of Clubs: The Assistant Commissioner of Clubs oversees space allocated to clubs. 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 includes all contributors to Queen's Clubs including club members, volunteers and participants.

Policy

Section 1: Affiliation with the AMS

1. Rights and Privileges of a Ratified Club

- 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 and be allocated one if available.
- 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. Said communication will be via the AMS club approved email and will not be through personal emails of individuals.
- 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 Student Life Centre space subject to all regulations and booking procedures that govern such space. As well, they shall be eligible to request office or locker space to carry out their activities; as available.
- 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 responsibility and the right to request assistance from

the Clubs Office to understand how to carry out the functions of their club and specific tasks including preparing club financial statements and budgets, planning, marketing, executing events.

- i. Every club has the opportunity to apply for Clubs Grants except if prohibited under Club Grants eligibility guidelines and club finance policy.
- j. Every club is covered under AMS insurance provided their event is approved through the event sanctioning process. 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, AMS Constitution 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 events subject to the guidelines of its constitution and AMS Event Sanctioning.
- 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 AMS and SGPS members and not be exclusive in its membership except in accordance with the Ontario Human Rights Code. No club may limit their members' access to other ratified clubs.
- c. Every club shall abide by all relevant university policies.
- d. Every club is financially independent from the AMS and shall conduct themselves using financially responsible and accountable practices 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 the Event Sanctioning Policy. This includes participating in the event sanctioning process within the required deadlines for every event being hosted by the club.
- g. Every club shall only market events, using their ratified club name, that have received sanctioning from the Event Sanctioning process.
- h. Every club shall abide by all rules and regulations regarding buildings and space. This includes the Student Life Centre Reservations Policy, and Student Life Centre Reservations Conditions.
- i. Every club shall attend all mandatory club workshops.
- j. Every club shall keep and maintain membership lists and volunteer lists to provide to the Clubs Office upon request. Clubs with volunteers shall also have constitutional policy defining the relationship with said volunteers. This information will be used by the Clubs Office to check for AMS/SGPS Membership requirements and may be given to the University Advancement Office for their alumni database. Executives must obtain consent from their club members before providing the Office with this information.
- k. Every club shall seek approval from Director of Clubs to utilize the AMS logo and ensure accordance with AMS visual identity standards if approved.
- l. 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 Club 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.
- m. No club may misrepresent or slander the AMS, the SGPS, another club, the University or any member of the university community.
- n. Every club shall have its constitution posted online or otherwise available to all club members.

3. Constitutional Guidelines

- a. All Queen's clubs must be unincorporated entities and 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, volunteers and executive at all times.
- c. Any club found in violation of their constitution may be subject to Policy Infringement Protocol and/or 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.
 - XIV. Harassment, discrimination and violence 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 an annual 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 Commissioner 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 Commissioner 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 Commissioner 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 Commissioner 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 and the AMS membership fee;
 - 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 Commissioner 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 Assistant Commissioner 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 Assistant Commissioner 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 Commissioner of Clubs shall be the AMS signatory.
- b. Responsibility for determining and enforcing compliance with the tenant's contractual obligations shall rest with the Commissioner 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 Assistant Commissioner of Clubs and the SLC Operations Manager will conduct space audits throughout the year. Results of biweekly space audits may be taken into consideration during the 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 Commissioner 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 applicable AMS student activity fee policy.
- 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 annual 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 supporting documentation for revenue and expenses 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. When a club wishes to transfer signing authority, the Clubs Office shall provide an authorization letter.
- d. 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 Commissioner 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 activity 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 mandatory fees and the respective Membership fee.

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: 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 or the funding will be withheld.
- f. The club shall submit a report form within thirty (30) days detailing the spending of 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 10: 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 AMS ratified 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.

Section 11: Club Awards

1. Mandate

The Queen's Club Awards are designed to recognize **three** clubs and up to two individuals each year that have demonstrated measurable growth and whose initiative and dedication to the provision of the activities/services they provide constitutes a new contribution to the campus community. The awards are intended to recognize specific facets of club operation that merit recognition. The available awards shall be as follows:

- a. Club of the Year: The Club of the Year Award is for the AMS-ratified club that exemplified the spirit of Queen's and the clubs community by performing at an exceptional level.
- b. Best Club Event(s): The Best Club Event(s) Award is to recognize a club who hosts events which provide an impact to the Queen's and/or Kingston community.
- c. New Club of the Year: The New Club of the Year Award is designed to recognize students who have undertaken the difficult task of starting a new club, have facilitated discernible growth in the club's visibility and membership, and have generally provided a new and valuable contribution to the Queen's and/or Kingston community.
- d. Jeffrey McCarthy Award for Significant Contribution to the Clubs Community: This award is designed to recognize one-two individual(s) that demonstrate outstanding commitment to the clubs community and whose work would otherwise go unnoticed. The individual(s)

2. Eligibility

- a. The club shall be an AMS ratified student club, except for the New Club of the Year which is only open to clubs ratified that academic year.
- b. No club shall receive more than one (1) Club Award in a given year, however if an individual from an award winning club is nominated they are still eligible for the Jeffrey McCarthy Award.

3. Funding

- a. Each club and individual shall receive a cheque for \$250 and will have their names engraved on the respective award plaque which hangs in the Clubs Office.
- b. The allocation for Club Awards 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 Commissioner of Clubs or the Assistant Commissioner. 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	Commissioner of Clubs
Date of next review	N/A
Related policies, procedures and guidelines	Student Activity Fee Policy, Event Sanctioning Policy
Policies superseded by this policy	Policy Manual 2