

Dawson Student Union (DSU)

# Clubs Standing Regulations

Amended 16 May 2023

# Clubs Standing Regulations

Version 1.3 (Amended on May 16<sup>th</sup>)

<b>Definitions</b> .....	<b>2</b>
<b>1. Club Definition</b> .....	<b>2</b>
1.1. Purpose .....	2
1.2. Oversight .....	2
1.3. Membership .....	2
<b>2. Club Status</b> .....	<b>2</b>
2.1. Interim Status.....	2
2.1.1. Accreditation Requirements.....	2
2.1.2. Accreditation Procedure .....	3
2.2. Official Club Status .....	3
2.2.1. Accreditation Eligibility .....	3
2.2.2. Procedure.....	3
<b>3. Club Guidelines</b> .....	<b>4</b>
3.1. Elections .....	4
3.1.1. Election Period .....	4
3.1.2. Quorum .....	4
3.1.3. Procedure.....	4
3.1.4. Executives List.....	4
3.2. Financial .....	5
3.2.1. Official Clubs .....	5
3.2.1.1. Funding.....	5
3.2.1.2. Expenditures and Reimbursements .....	5
3.2.1.3. Methods of payment .....	5
3.2.1.4. Special Project Funding .....	6
3.2.2. Interim Clubs .....	6
3.2.3. Event Funding .....	6
3.3. Club Spaces.....	6
3.4. Advertising .....	7
3.4.1. Approbation .....	7
3.4.2. Content regulations.....	7
3.4.3. Dimensions.....	7
3.4.4. Jurisdictions.....	7
3.5. Sustainability .....	8
<b>4. Club Status Revocation</b> .....	<b>8</b>
<b>General Provisions</b> .....	<b>8</b>

## Definitions

- Club executives: members tasked with official operational duties, organization of club events and meetings, as well as the enforcement of rules as dictated by the Clubs and Spaces Standing Regulations and their respective constitution
- Core executive members: President, Treasurer, and Secretary or their equivalent
- Independent student groups: student groups not affiliated with the DSU, and therefore not bound by this document
- Voting members: club members having registered to vote within the club elections at least one week prior to voting
- Signing Officers: Designated officers in charge of signing-off on behalf of the club
- Operating weeks: school weeks within the Fall and Winter semesters

## 1. Club Definition

### 1.1. Purpose

Clubs shall be student-run groups dedicated to specific interests and activities. Unless otherwise stated, the term “Clubs” shall refer to both DSU Official and Interim Clubs.

### 1.2. Oversight

Clubs shall be legally and financially overseen by the Dawson Student Union and cannot be overseen by any external organization.

### 1.3. Membership

Club membership shall be open to all Dawson Student Union members, that is, all full-time and part-time Dawson College students.

## 2. Club Status

### 2.1. Interim Status

#### 2.1.1. Accreditation Requirements

- a. The initiative is unique, meaning it does not overlap with the purpose or function of another pre-existing club.
- b. It is also feasible, institutionally, and financially sustainable.

- c. Clubs must follow Dawson College's sustainability policies.

#### 2.1.2. Accreditation Procedure

- a. Present a Club Constitution to Vice-President of Student Life, that follows the policies outlined in both the DSU Clubs and Spaces Standing Regulations;
- b. Present a list of three (3) core executive members;
- c. Present a petition in support of the recognition of the club by at least 100 DSU members.

### 2.2. Official Club Status

#### 2.2.1. Accreditation Eligibility

- a. Must have held Interim Club Status for at least 15 operating weeks during the academic year;
- b. Must have held two (2) events open to the general Dawson College student body as Interim Club.

#### 2.2.2. Procedure

- a. Have visual proof of club events, via photos or videos;
- b. Have at least 3 events per academic year
- c. Clubs asking to reserve a space for an event must contact the VP Student Life with the space reservation form at least 10 business days prior to the event date and receive approval. The rooms requested cannot be guaranteed and will only be confirmed by Campus Life (CL).

**Under no circumstances should a club directly contact CL, unless suggested by VP Student Life.**

- d. Send proof of minimum one (1) executive meeting every four (4) weeks, in the form of minutes to the VP Student Life;
- e. Present a list of at least three (3) executive members, including the three (3) core executives at the beginning of each Fall and Winter semester
- f. All official clubs must elect their executives, in accordance with section 3.1
- g. All club constitutions must be approved by the VP Student Life. A new copy must be sent to the VP Student Life in case of modifications, and undergo the approval procedure again.
- h. Consent Workshop
  - i. The three (3) core officers of the Club Executive Team must attend the mandatory Consent Workshop(s) held by the DSU Hive Centre.

- ii. An executive having already attended the workshop once within the period of one (1) academic year is not obligated to attend the second workshop of the year.
- iii. Clubs with core executives failing to attend the workshop will receive a warning. If the executives still fail to attend, the club will be suspended for one (1) semester.

### **3. Club Guidelines**

#### **3.1. Elections**

##### **3.1.1. Election Period**

All clubs must have held annual elections by the end of the Winter semester.

##### **3.1.2. Quorum**

A minimum of 10 DSU members in addition to current executives and candidates must pre-register and provide their full name, student ID, and Dawson College email for the elections to be valid.

##### **3.1.3. Procedure**

- a. Voting is restricted to members that have pre-registered one week prior to the first day of voting.
- b. Voting must be done with a ballot template provided by the DSU executive team.

##### **3.1.4. Executives List**

A completed executive list must be submitted to the VP Student Life by the last day of classes.

The executives list must include the executives' first and last names, positions, student IDs, Dawson College emails

##### **3.1.5. Official Clubs**

###### **3.1.5.1. Funding**

Official clubs are allocated \$750 CAD per semester with the DSU Executive Officers' approval. If authorized by the DSU Executive Officers, the remainder of a club's budget from the Fall Semester that has not been spent can be carried over into the following Winter Semester, however it may not transfer to the following academic year. Clubs may apply for Special Project Funding if initiatives need additional funding.

### 3.1.5.2. Expenditures and Reimbursements

Clubs must complete and submit a DSU reimbursement form for all reimbursable expenses within two months from the date of purchase and before the end of year deadline to the VP Finance. Reimbursement forms must include:

- i. valid meeting minutes approving the purchases (this must include the date and the members present for the meeting)
- ii. receipts of all purchases

Prior to purchases exceeding the amount of \$75, the approval of the VP Finance is required.

Two (2) signing officers, designated within the Club's executive team, must sign each reimbursements form.

All approved reimbursement forms shall be processed by the VP Finance within one month of receipt.

#### a. Minutes

Minutes approving the expenditure must be submitted with each reimbursement form. Minutes should include the date of the meeting, the members present at the meeting, the Club executive's name making the purchase and the estimated amount that the said executive would spend.

#### b. Receipts/Invoices

Only original receipts will be accepted. Debit and credit card notes will only be accepted if their itemized receipt accompanies them.

### 3.1.5.3. Methods of payment

DSU Finance shall reimburse Club Executives via direct deposit (valid banking information must be submitted to VP Finance) or written cheque.

All paper cheques will be kept at the DSU Main Office in room 2F.2. Pre-arrangement of cheque pick-up must be made with the VP Finance.

#### 3.1.5.4. Special Project Funding

The DSU allocates a certain amount per year to Special Project Funding (SPF). Clubs must complete and submit the Special Project Funding Request form to the DSU's VP Finance. Special Project Funding allows for a maximum application amount of \$3000 CAD per application. To be eligible to apply for Special Project Funding, the project must:

- a. Be run by currently enrolled Dawson College student(s);
- b. Be meant for and open to the general Dawson College student body;
- c. Present a detailed budget, demonstrating a significant level of advancement in the planning and preparation of the project and have the realistic potential of being achieved in the given timeframe;
- d. Have fundraised 20% of the project's finances or assumed it with their own club budget. The VP Finance will request proof of fundraising before the approval of the SPF.

Special Project Funding acceptance is not guaranteed. The VP Finance and the DSU Finance Committee will review the proposal and decide based on the project's legitimacy. All SPF applications must be received at least one month prior to the start date of the proposed project/event.

#### 3.1.6. Interim Clubs

Interim clubs have access to Special Project Funding.

#### 3.1.7. Event Funding

Club events will be paid for by a club from its allocated budget.

In the case of events held by a club in collaboration with other clubs or with the DSU itself, the DSU will cover certain costs as specified by the DSU executive team.

In the case of after-hour (6:00pm-10:00pm on weekdays, Saturdays, Sundays, and statutory holidays) events that require security, the DSU will cover security charges for three (3) events per Academic Year per club. All other after-hour events requiring extra security charges must be covered by the club budget.

### **3.2. Club Spaces**

Refer to the DSU Spaces Standing Regulations.

### 3.3. Advertising

#### 3.3.1. Approbation

All physical advertisement material must be approved by the DSU prior to printing and stamped by CL for distribution. Hanging of promotional material shall be limited to the designated areas as indicated by CL.

Clubs **must remove all promotional material** after their expiry date, which is one (1) day after the event has occurred. If not respected, there may be consequences at the discretion of VP Student Life.

#### 3.3.2. Content regulations

- a. All advertisement material must display the DSU logo on the bottom left corner, a title, the location, the date and the time of the event.
- b. Advertisements displaying any wording, symbol, or sign deemed to be vulgar and/or discriminatory shall not be permitted.
- c. Advertisements containing false or misleading information shall not be permitted.
- d. Advertisements promoting illegal or abusive consumption of drugs or alcohol shall not be permitted.
- e. Only advertisement material announcing activities to be held at the College or of interest to the general Dawson College student body shall be permitted.
- f. Advertisement material posted by external organizations shall not be permitted unless granted special approval by the DSU and CLL.
- g. Should any advertisement material not be approved before being displayed, advertisement material shall be removed without further notice.

#### 3.3.3. Printing

Posters shall not exceed the **size limit of 11" x 17"**, after which posters become banners which can be hung around the railings in the Upper Atrium.

In the case of banners, the space needs to be booked and approved by CL through the VP of student life at least 14 business days in advance.

No more than 15 posters at once shall be authorized for any group due to sustainability policies, printing volume and usefulness.

Printing costs needs to be assumed by the respective club's budget.



### 3.4. Sustainability

Clubs must be in line with the Dawson College Sustainability Policy.

The purchase of non-recyclable or non-compostable tableware will not be reimbursed.

The purchase of non-fair-trade coffee will not be reimbursed.

It is highly recommended for clubs to request tableware from the Dawson College Sustainability Department for their events.

## 4. Club Status Revocation

Club Status, Interim or Official, may be revoked by the VP Student Life after an official warning and a meeting between the DSU and concerned parties. Clubs have a period of four (4) weeks to rectify the issue, after which a re-evaluation will occur. The decision needs to be presented in a final meeting. The following list outlines reasons for club status revocation:

- Inactivity period exceeding 15 operating weeks;
- Violation of Club Policies;
- Failure of the Club to adhere to its own constitution;
- Other reasons which may violate DSU or Dawson College regulations and/or policies.

## General Provisions

The DSU Policy & Regulations Review Committee shall review and revise the Clubs Standing Regulations on a regular basis, which shall be voted on by the DSU Student Council.

Under special circumstances, the DSU Executive Officers reserve the right to change the requirements to obtain or sustain Official Club Status.