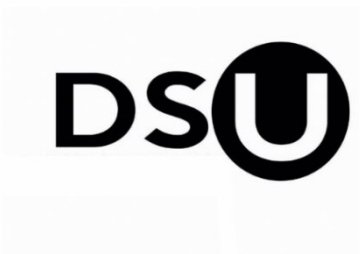


THIS STANDING REGULATION MUST BE REVISED  
BY THE STUDENT COUNCIL NO LATER THAN  
NOVEMBER 2021



## **Standing Regulations on Clubs of the Dawson Student Union**

### **1. Clubs**

#### **I. Purpose**

Clubs shall be student-run groups dedicated to specific interests and activities.

#### **II. Oversight**

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

#### **III. 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 Accreditation**

#### **I. Interim Status**

Accreditation requirements:

1. The initiative is unique, feasible, and institutionally and financially sustainable. Accreditation procedure:

1. Present a Club Constitution;
2. Present a list of three (3) executive members;

3. Present a petition in support of the recognition of the club by at least fifty (50) DSU members, **highlighting at least ten (10) potential active members.**

If accredited, Interim Club Status will be granted for one (1) semester, after which a Club may apply for Official Status.

## **II. Official Status**

Accreditation eligibility:

1. Must have held Interim Status for at least one (1) semester;
2. Must have held one (1) event open to the general Dawson College Student Body as Interim Club.

Accreditation procedure:

1. Show proof of the event;
2. **Show proof of bi-weekly meetings;**
3. Present a list of three (3) executive members.

## **3. Club Requirements**

### **I. Constitution**

All Clubs must have an up-to-date constitution.

- a. Any changes brought to the constitution throughout the year must be submitted to the Director of Clubs and Services and approved by the Executive Committee.

### **II. Elections**

All clubs must elect a new Executive Team each year. Elections may be overseen by the Dawson Student Union CEO.

### **III. Executive Team**

All clubs are required to have an Executive Team of at least three (3) Executive Officers.

- a. The three (3) core officers include Chairperson, Secretary, and

- Treasurer;
- b. Clubs may take alternate forms of governance if the three (3) core components are somehow represented within the Executive Team (i.e., through sub-committees, rotations, etc.);
  - c. Alternate forms of governance shall be discussed with and approved by the Executive Committee.

All Clubs must designate two (2) signing officers within the Executive Team.

#### **IV. Meetings**

All Clubs must hold at least bi-weekly meetings.

All Clubs shall keep track of minutes where financial, and other decisions are made.

#### **V. Events**

The DSU Executive Committee shall approve all events.

##### **A. Interim Clubs**

Interim Clubs shall hold at least one (1) event open to the general Dawson College student body in the semester in which they are active.

##### **B. Official Clubs**

Official Clubs shall hold at least three (3) events open to the general Dawson College student body per year.

- a. One (1) event may be held in collaboration with other Clubs.

#### **VI. Consent Workshop**

The three (3) core officers of the Club Executive Team must attend the Consent Workshop held by The Hive Centre each semester.

- a. An executive having already attended the workshop twice is not obligated to attend.
- b. Clubs for which executives fail to attend the workshop will temporarily be suspended for one (1) semester.

## **4. Club Policies**

### **I. Elections**

#### **A. Election period**

All clubs must hold elections at the end of each academic year.

#### **B. Quorum**

A quorum must be established for the election and votes to be valid. Quorum is established at a simple majority, meaning 50% + 1.

#### **C. Executives List**

A completed executive list must be submitted to the DSU Executive Committee within a week after the elections.

The executive's list must include the executives' first and last names, positions, student IDs, email addresses, and phone numbers.

### **II. Financial**

Only applicable to Clubs with Official Status.

#### **A. Funding**

Clubs are allocated \$750 per semester (i.e \$1500 per year) with the Executive Committee's approval. Clubs may apply to the Special Project Fund for an event that needs additional funding by submitting an application.

#### **B. Expenditures and Reimbursements**

Clubs must complete and submit a Cheque Requisition form and meeting minutes to approve the expenditure to be processed to the DSU's treasurer to pay expenditures.

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

Funds will not be reimbursed unless they are accompanied by proof of

payment, a Cheque Requisition form, and meeting minutes approving the expenditure to be processed.

A. Minutes

Minutes approving the expenditure must be submitted with each Cheque Requisition form.

Minutes should include the Club executive's name, making the purchase and the amount that said the 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.

C. Cheques

Club executives processing the payments may give the DSU's treasurer void cheques and/or banking information for reimbursement to avoid pick-up at the College.

All paper cheques awaiting pick-up will be kept at the DSU office in room 2F.2.

D. Special Project Funding

The DSU allocates \$15,000 per year to Special Project Funding.

Clubs must complete the Special Project Funding Request form to the DSU's treasurer by the concerned deadline.

Special Project Funding allows for a maximum application amount of \$3000. To be eligible to apply for Special Project Funding, the project must:

- a. Be run by currently enrolled Dawson College student(s);
- b. Target and be open to the general Dawson College student body;
- c. Clubs must submit a formal proposal and a detailed budget; they must demonstrate a significant level of advancement in

the planning and preparation of the project and have the realistic potential of being achieved in the timeframe given;

- d. Clubs must have fundraised 20% of the project's finances. The DSU's treasurer will request proof of fundraising before the approval of the SPF;
- e. Clubs will not be able to transfer their annual budget towards the SPF fundraising rule. Special Project Funding acceptance is not guaranteed. The DSU's treasurer and the DSU Executive Committee will review the proposal and decide based on the project's legitimacy.

### III. Club Spaces

#### A. Responsibilities

Codes and/or keys to spaces, desks, filing cabinets, etc. can only be given to Club executives.

Executives possessing codes and/or keys are prohibited from sharing the code and/or keys to anyone who doesn't have access to said codes and/or keys.

[At least one executive must always be present in club spaces when they are being used/open.](#) Spaces are to be kept tidy and clean by those having access to said spaces.

Personal belongings are not to be left in Club spaces overnight or unattended.

Lost or stolen personal items are not the responsibility of Club executives or the DSU.

- A. Furnishing and Decor Only DSU approved furniture is allowed. Office windows must remain

unobstructed.

Electrical appliances are prohibited, with the exception of microwaves (with approval of DSU).

#### B. Safer Space Policy

The DSU is dedicated to providing safer, harassment-free spaces for everyone.

The DSU will not tolerate any behaviors that perpetuate racism, sexism, classism, ableism, homophobia, and transphobia (i.e., discrimination on the basis of gender, race/ethnicity, age, class, religion, sexual identity, or ability).

All DSU members must respect the Safer Space Policy.

### IV. Advertising

#### A. Approbation

All advertisement material must be approved and stamped by the DSU and CLL.

Clubs must remove posters after their expiry date, which is a day after the event has occurred.

#### B. Content

All advertisement material must display the DSU logo, a title, the location, the day and the time. Advertisements displaying any wording, symbol, or sign deemed to be discriminatory shall not be permitted.

Advertisements promoting profane language shall not be permitted. Advertisements containing false or misleading information shall not be permitted.

Advertisements promoting illegal or abusive consumption of drugs or alcohol shall not be permitted. Only advertisement material announcing activities to be held at the College or of interest to the general Dawson College student body shall be permitted.

Advertisement material posted by external organizations shall not be permitted.

Should any advertisement material shall not be approved before being

displayed, advertisement material shall be removed without further notice.

**C. Dimensions**

Posters shall not exceed the size limit of 11” by 17”, after which posters become banners which can be hung around the railings in the Upper Atrium (space needs to be booked in advance).

**D. Jurisdictions**

Posters shall only be displayed within designated areas in order to meet the requirements of relevant municipal and fire safety bylaws.

Doors cannot be blocked with furniture.

No more than 25 posters at once shall be authorized for any group due to sustainability policies, printing volume and usefulness.

**V. Events**

The DSU Executive Committee shall approve events.

Events shall be open to the general Dawson College student body.

All Clubs wishing to reserve a space for an event must complete the Space Reservation Form.

**VI. Sustainability**

Club must be in lined with the Dawson College Sustainability Policy.

**A. Events**

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

**5. Club Activity**

- I. All Clubs must adhere to Club Requirements to be considered active.
- II. Clubs shall be considered inactive if they fail to adhere to Club Requirements.
- III. Should a Club be considered inactive for more than one (1) semester, Club Status shall be revoked.



## **6. Club Status Revocation**

- I. Club Status, Interim or Official, may be revoked by the DSU Executive Committee for the following reasons:
  - A. Inactivity period exceeding one (1) semester;
  - B. Violation of Club Policies;
  - C. Failure of the Club to adhere to its own constitution;
  - D. Other stated reasons indicated by any member of the Executive Committee.

### **General Provision**

The Executive Committee can enforce and apply amendments to this policy in the interim before being presented at a General Assembly for Ratification so long as a vote of unanimous approval adopts these amendments to be put into application prior to ratification.

### 3. Clubs

#### IV. Purpose

Clubs shall be student-run groups dedicated to specific interests and activities.

#### V. Oversight

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

#### VI. Membership

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

### 4. Club Status Accreditation

#### III. Interim Status

Accreditation requirements:

1. The initiative is unique, feasible, and institutionally and financially sustainable. Accreditation procedure:
  4. Present a Club Constitution;
  5. Present a list of three (3) executive members;
  6. Present a petition in support of the recognition of the club by at least fifty (50) DSU members, **highlighting at least ten (10) potential active members.**

If accredited, Interim Club Status will be granted for one (1) semester, after which a Club may apply for Official Status.

#### IV. Official Status

Accreditation eligibility:

1. Must have held Interim Status for at least one (1) semester;
2. Must have held one (1) event open to the general Dawson

College Student Body as Interim Club.

Accreditation procedure:

4. Show proof of the event;
5. **Show proof of bi-weekly meetings;**
6. Present a list of three (3) executive members.

### **3. Club Requirements**

#### **VII. Constitution**

All Clubs must have an up-to-date constitution.

- a. Any changes brought to the constitution throughout the year must be submitted to the Director of Clubs and Services and approved by the Executive Committee.

#### **VIII. Elections**

All clubs must elect a new Executive Team each year. Elections may be overseen by the Dawson Student Union CEO.

#### **IX. Executive Team**

All clubs are required to have an Executive Team of at least three (3) Executive Officers.

- a. The three (3) core officers include Chairperson, Secretary, and Treasurer;
- b. Clubs may take alternate forms of governance if the three (3) core components are somehow represented within the Executive Team (i.e., through sub-committees, rotations, etc.);
- c. Alternate forms of governance shall be discussed with and approved by the Executive Committee.

All Clubs must designate two (2) signing officers within the Executive Team.

#### **X. Meetings**

All Clubs must hold at least bi-weekly meetings.

All Clubs shall keep track of minutes where financial, and other decisions are made.

## **XI. Events**

The DSU Executive Committee shall approve all events.

### **C. Interim Clubs**

Interim Clubs shall hold at least one (1) event open to the general Dawson College student body in the semester in which they are active.

### **D. Official Clubs**

Official Clubs shall hold at least three (3) events open to the general Dawson College student body per year.

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#### **A. Election period**

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