



## **Governing Procedure 6000 - Clubs and Societies**

Approved By: Students' Administrative Council

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Revised:

Administered By: Vice President, Student Life

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### **1 – PREAMBLE**

The Mount Allison Students' Union (hereinafter “MASU”) provides opportunities for a group of its Members with similar interests to formally associate a group within the Union. This Governing Procedure (hereinafter “GP”) shall outline terms of reference for Clubs and Societies formally affiliated with the MASU.

### **2 – FORMAL AFFILIATION**

**2.1 Requirements for Formal Affiliation:** A Club or Society is a group of Members that have a common interest or mission. To become an official Club/Society of the MASU (hereinafter “formal affiliation”), the group shall have:

2.1.1 A name that is unique among all other MASU-affiliated Clubs/Societies;

2.1.2 At least two (2) executive officers, all of whom are Members and enrolled at Mount Allison University for the duration of their term;

2.1.3 Two (2) Signing Officers, both of whom are executive officers of the Club/Society; and

2.1.4 A completed, valid, and up-to-date Club/Society Constitution that is filed with the Office Manager and has the signatures of both Signing Officers.

**2.2 The Club/Society Constitution:** The Constitution of a Club/Society (hereinafter “Constitution”) shall be on the form included in Appendix A of this GP and shall expire on May 1<sup>st</sup> of the calendar year after its Enactment date (Article IX.2).

**2.3 Ratification of the Club/Society Constitution:** Any new Club/Society must have their Constitution ratified by the S.A.C. to formally affiliate. Upon receipt of a Constitution bearing a new Club/Society name and/or mandate, the Vice President, Student Life shall bring a motion to ratify it to the S.A.C., which shall be decided by a simple majority (50% + 1) vote. Once a Club/Society's initial Constitution has been ratified by the S.A.C., it may be renewed without the need for ratification. Additionally:

- 2.3.1 Reinstatement of a closed Club/Society (Paragraph 6.4) shall require ratification;
- 2.3.2 If the Club/Society submits a new Constitution with a different name or mandate than the originally ratified Constitution, it shall require ratification; and
- 2.3.3 The date of ratification shall be recorded on the Constitution and all future Constitutions for which the ratification applies.

**2.4 Membership of a Club/Society:** Members of the MASU shall be eligible for membership of any Club/Society unless restricted in Article II.1 of their Constitution. The Club/Society maintains sole discretion in determining membership eligibility.

**2.5 Conditions of Formal Affiliation:** All Clubs/Societies must conduct themselves in an appropriate manner to maintain formal affiliation, meaning that they must:

- 2.5.1 Abide by Mount Allison University rules, regulations, policies, and procedures;
- 2.5.2 Abide by municipal by-laws as well as provincial and federal legislation;
- 2.5.3 Not participate in any act of discrimination, prejudice, or hate;
- 2.5.4 Never encourage or threaten acts of violence or harassment through any medium, including but not limited to social media or verbal communications; and
- 2.5.5 Not violate this GP, any other MASU Governing Procedures, the General By-Laws, the MASU Constitution, or any part of their Club/Society Constitution.

**2.6 Independence of the Club/Society:** The MASU is not responsible for internal disputes within a Club/Society or any conflict between affiliated Clubs/Societies. However, the VPSL or other relevant authorities may help interpret this GP or direct a Club/Society to other resources that may help them resolve their dispute.

### **3 – TRAINING**

**3.1 Clubs & Societies Training Module:** The Vice-President, Student Life (hereinafter “VPSL”), in collaboration with relevant authorities, shall maintain and update an asynchronous online training module (hereinafter “training module”) that contains:

- 3.1.1 Information on event planning, volunteer management, and risk management;
- 3.1.2 Information on Club/Society finances and the C&S Fund;
- 3.1.3 Information on communications, marketing, and public relations; and
- 3.1.4 A brief assessment to ensure comprehension of the training.

**3.2 Clubs & Societies Training Session:** If the training module is not available, for any reason, for more than three months of any given fiscal year, the VPSL shall organize and host a Clubs & Societies Training Session (hereinafter “training session”) during that fiscal year that shall provide the information contained in the training module.

**3.3 Training Requirement:** All Clubs/Societies must complete training on an annual basis in order to maintain formal affiliation with the MASU and access the resources outlined in Section 5 of this GP. The following rules shall apply:

3.3.1 **Completion of Training:** A Club/Society has completed training once its two Signing Officers have completed the training module; OR have attended the training session and passed the assessment in the training module.

3.3.2 **Crossover of Training Completion:** An individual who is a Signing Officer for multiple Clubs and/or Societies shall only have to complete training once per fiscal year, and their completion shall apply to the positions they hold in all Clubs & Societies.

3.3.3 **Failure to Complete Training:** A Club/Society shall not act in any official capacity, access their funds, or make use of any resource provided by the MASU until it has completed training. There shall be no exemptions from the training requirement, as training is a responsibility incurred by every Club/Society.

3.3.4 **Temporary Measures to Reduce Service Interruptions:** The above clause notwithstanding, during the current Governance Transition Period, all Clubs & Societies may be exempted from the training requirement as needed for the purposes of ensuring that they can function while new training is developed. This exemption shall expire automatically once the training module is completed and in use, and it shall not be retroactive.

## **4 – RENEWAL AND TRANSFER OF AUTHORITY**

**4.1 Renewal of a Club/Society:** Any formally affiliated Club/Society that has completed training may enact a new Constitution without ratification, so long as it bears the same name and mandate (hereinafter “renewal”). Furthermore:

4.1.1 The new Constitution shall come into effect immediately upon enactment;

4.1.2 If a new Constitution is not received by May 1<sup>st</sup>, the Club/Society shall temporarily lose formal affiliation until an updated Constitution is enacted; and

4.1.3 If no new Constitution is received for three (3) consecutive fiscal years, the Club/Society shall automatically be closed (Paragraph 6.3).

**4.2 Mid-Year Updates to Constitution:** As stated in Article VI.2 of the Club/Society Constitution, an updated version of the Constitution may be enacted during the year if a change is necessary. Such an updated constitution shall bear the original enactment date of the Constitution in Article IX.2 and shall specify the date on which the updates came into effect in Article IX.3. These dates shall be maintained by the Office Manager.

**4.3 Selection of New Club/Society Executive Officers:** It is recommended that each Club/Society selects their new executives during the Winter term, optimally by May 1<sup>st</sup>. Selection of the incoming executives shall occur in one of the following manners:

4.3.1 **Full-Team Election:** A free and fair election shall be held for all executive positions within the Club/Society;

4.3.2 **Combined Election and Hiring:** One or more positions shall be elected, then the newly elected executives shall work with the outgoing executives to conduct a hiring/appointment process for all remaining positions; or

4.3.3 **Full-Team Hiring:** A hiring/appointment process shall be conducted by the outgoing executives for all executive positions within the Club/Society.

**4.4 Transition of Power:** The transition of power between the outgoing and incoming executive shall be an internal matter of the Club/Society.

## **5 – RESOURCES**

**5.1 Service Providers:** The administrators of the resources in this section (hereinafter “Service Provider(s)”) shall be:

5.1.1 The Vice President, Finance & Governance and the General Manager for Paragraph 5.2;

5.1.2 The Vice President, Finance & Governance for Paragraph 5.3;

5.1.3 The Vice President, Communications & Marketing for Paragraph 5.4; and

5.1.4 The Office Manager and the General Manager for Paragraph 5.5.

**5.2 Management of Funds:** An account, under the MASU, shall be created and administered for each Club/Society, wherein all Club/Society funds must be deposited. The Signing Officers of the Club/Society shall maintain sole power to deposit or request funds from the account. The following rules shall apply to the Club/Society accounts:

5.2.1 The Signing Officers may not access their Club/Society account until they have completed training;

5.2.2 The General Manager shall oversee the safekeeping, accounting, and disbursement of each Club/Society’s funds subject to the request of its Signing Officers;

5.2.3 The General Manager and/or Vice President, Finance and Governance reserve the right to deny any transaction requested by the Signing Officers;

5.2.4 All funds deposited in the account must only be used for the purposes of the Club/Society under which they are deposited;

5.2.5 Misuse of Club/Society funds or violation of this section in any fashion may be grounds for termination of the Club/Society.

**5.3 MASU Grants:** All Clubs/Societies who have completed training shall be eligible to apply for the Clubs & Societies Fund as defined in GP 7001. Furthermore;

5.3.1 Funds received from the Clubs & Societies Fund shall only be used for the purposes expressed in the grant application;

5.3.2 The above clause notwithstanding, excess funds awarded from the Clubs & Societies Fund may be used for any Club/Society purpose;

5.3.3 A Club/Society shall not instruct any Member to apply for the Academic Enrichment Fund with the express purpose of subsidizing the cost of an event run by the Club/Society; and

5.3.4 Misuse or abuse of grants may be grounds for termination of the Club/Society.

**5.4 Promotions:** All Clubs/Societies who have completed training may request promotional services from the Vice President, Communications and Marketing, who shall maintain total authority over the services provided and requirements for such services.

**5.5 Office Resources:** All Clubs/Societies who have completed training may request the following services of the Office Manager (hereinafter “OM”):

5.5.1 **Ticket Sales:** Given sufficient notice, the OM may agree to sell tickets for a Club/Society event in the MASU Office.

5.5.2 **Room Bookings:** Provided the completion and approval of a Risk Assessment Form (RAF), a Club/Society may request a room to be booked. The process for booking rooms shall only be executed by the Front Office Staff.

5.5.3 **Cash Box and Floats:** Given sufficient notice, the OM may allocate a cash box and cash float for a short period of time to a Club/Society upon the approval of the General Manager.

**5.6 Refusal of Services a Club/Society in Violation of GPs:** If a Club/Society is found to be in violation of the rules set forth in this GP or any other GP, the relevant Service Provider(s) may deny them access to the resources outlined in Section 5 of this GP until they resolve the violation. If the Club/Society believes that they have been wrongly denied access to resources, they may appeal to the S.A.C., who shall resolve the dispute.

## **6 – TERMINATION, CLOSURE, AND REINSTATEMENT**

**6.1 Termination of a Club/Society:** In the event of egregious behaviour, any Officer of the S.A.C. may bring forward a motion to disaffiliate the MASU from a Club/Society, including an immediate and complete blockade on the use of any MASU resources (referred to as “termination”). A termination motion must pass by a two-thirds (2/3) majority vote. Furthermore;

- 6.1.1 An Officer who is bringing forward a motion to terminate a Club/Society must submit written notice to the Chairperson of the S.A.C.;
- 6.1.2 The Club/Society shall be notified, through an email to all its Executives, at least four (4) days prior to the next meeting of the S.A.C.;
- 6.1.3 The Club/Society shall be invited to argue against the motion at the meeting of the S.A.C. at which it is presented;
- 6.1.4 Upon notice, any Executives who wish to resign shall notify the VPSL and the Chairperson of the S.A.C. by email no less than 24 hours prior to the meeting of the S.A.C. at which the motion to terminate will be heard; and
- 6.1.5 Upon termination, no Constitution for a Club/Society with the same name shall be enacted for the remainder of the fiscal year.

**6.2 Mandated Removal of Club/Society Executive Officer(s):** Regardless of whether a termination motion carries, the S.A.C. may, by a two-thirds (2/3) majority vote, remove the acting Executives of the Club/Society against which the termination motion was made and/or block the Members in question from assuming Executive roles in any or all Clubs/Societies for any definite or indefinite period of time if deemed appropriate.

**6.3 Closure of a Club/Society:** A Club/Society that is dissolved due to inactivity (Clause 4.1.3) or at the request of its leadership shall be considered “closed”. Furthermore:

- 6.3.1 If a Club/Society wishes to become closed, its executives shall submit written notice of closure to the VPSL;
- 6.3.2 All funds held by the MASU for the Club/Society will be appropriated and allocated within the MASU budget for that fiscal year at the discretion of the Vice President, Finance and Governance, and the General Manager; and
- 6.3.3 A Club/Society that is closed shall be eligible for reinstatement at any time.

**6.4 Reinstatement of a Club/Society:** A Club/Society that is eligible for reinstatement may be reinstated through a request to the VPSL and in consultation with the General Manager. A Constitution bearing the name and mandate of the closed Club/Society shall be submitted for ratification. Upon reinstatement, the Club/Society shall have an account balance of \$0.00.