

Clubs Code 2021

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Definitions

Associations means student clubs and associations that are recognized by other verified governing bodies on campus (Recognized Student Governments, Sports Services, The University of Ottawa Greek Council & Faculty of Social Sciences).

Conventions & Reservations is the University of Ottawa department responsible for giving clubs their VEMS logins, as well as communicating with clubs regarding their space and room bookings.

The Official Clubs and Association List is a publicly available list on the CVUO website of all the registered clubs and associations.

VEMS or Virtual EMS is a reference tool which allows groups to request spaces for events and activities on the uOttawa campus.

Each club and association can be classified in different **categories** dependant on their activities and mission. These categories include the following:

- Philanthropic
- Recreational
- Competition
- Academic
- Religious/Cultural
- Fraternity/Sorority
- Competitive Sport
- Competitive Academic
- Political

UOSU Recognized Clubs means all clubs who are not recognized by another government body and have been approved by the University of Ottawa Students' Union.

Club Review is a form which will check compliance of UOSU-Recognized Clubs with the Clubs Code.

Signing Officers are the clubs two main representative, point of contact and have their names attached to the Club's and Association's finances.

1. Associations

- 1.1. All **Associations** falling under an external organization that has partnered with Campus VibeZ uOttawa and University of Ottawa Students' Union will exclusively be governed by their respective organizations.
- 1.2. All **Associations** are entitled to all services and benefits targeted to recognized clubs, offered by the University of Ottawa Students' Union through Campus VibeZ uOttawa.
- 1.3. All **Associations** may have access to **VEMS** accounts through Conventions & Reservations allowing them to book spaces on the uOttawa campus.
 - 1.3.1. Each **Association** can book up to 15 classroom and kiosk bookings per semester for free.
 - 1.3.1.1. Additional space bookings may be requested from Conventions & Reservations.
 - 1.3.2. Each **Association** may request and sign out an **AV card** from the UOSU for their space booking.
- 1.4. For the **Association** to access the items outlined in sections 1.2 and 1.3 of the Clubs Code, each group must complete the official registration provided to their governing organization.
- 1.5. To register, each **Association** must provide the following information:
 - 1.5.1. The full official name of the **Association** in both French and English.
 - 1.5.2. The full official name of their governing organization under which the **Association** is recognized.
 - 1.5.3. The full name, uOttawa student email address, and student number of two executives to serve as the **Associations** signing officers.
 - 1.5.4. A bilingual display image to be displayed on the official CVUO Clubs and Associations list.
 - 1.5.5. Selection of one of the **Categories** that best fits the **Association**.

- 1.5.6. A 2500-characters maximum description of the **Association** in both French and English which will be displayed on the official CVUO Clubs and Associations list.
 - 1.5.6.1. If the description is not provided in both French and English, the description will be left blank in the missing language.
- 1.6. UOSU reserves the right to decertify an **Association** separate from their affiliation with their respective external organization.

2. University of Ottawa Students' Union's Recognized Clubs

- 2.1. All **Clubs** will be governed by the UOSU Clubs Code.
- 2.2. All **Clubs** are entitled to all services and benefits targeted to recognized clubs, offered by the University of Ottawa Students' Union through Campus VibeZ uOttawa.
- 2.3. All **Clubs** may have access to **VEMS** accounts through Conventions & Reservations allowing them to book spaces on the uOttawa campus.
 - 2.3.1. Each **Club** can book up to 15 classrooms and kiosks bookings per semester for free.
 - 2.3.1.1. Additional space bookings may be requested from Conventions & Reservations.
 - 2.3.2. Each **Club** may request and sign out an **AV card** from the UOSU for their space booking.
- 2.4. A student organization can only become a recognized **Club** by completing the registration form on the CVUO website, in addition to being approved by the Student Services Committee.
 - 2.4.1. The **CVUO Supervisor of External Affairs** and the **UOSU Clubs Coordinator** will review each application and communicate with the club before sending the application to the Student Services Committee.
 - 2.4.2. The **Club** may receive an **interim approval** from **CVUO** that will gain the **Club** access to a limited number of resources before their final approval from the **Student Services Committee**.

- 2.5. To register, each **Club** must provide the following information:
- 2.5.1. The full official name of the **Club** in both French and English.
 - 2.5.2. A French and English version of the **Clubs** constitution that complies with section 5 of the Clubs Code.
 - 2.5.2.1. If a **Club** is unable to provide a constitution in both languages, they may register with one of the two languages and submit their constitution to the Bilingualism Centre for translation.
 - 2.5.2.1.1. A poorly translated constitution can result in the **Clubs** application not being approved.
 - 2.5.3. The full name, uOttawa student email address, phone number, and student number of two executives to serve as the **Club's** signing officers.
 - 2.5.4. A bilingual display image to be displayed on the official CVUO Clubs and Associations list.
 - 2.5.5.** Selection of one of the **Categories** that best fits the **Club**.
 - 2.5.6. A 2500-characters maximum description of the **Club** in both French and English which will be displayed on the official CVUO Clubs and Associations list.
 - 2.5.6.1. If the description is not provided in both French and English, the description will be left blank in the missing language.
 - 2.5.7. Filled out support form with 25 student numbers from members of the uOttawa community.
- 2.6. A **Clubs'** recognized status can be revoked or declined by the process outlined in section 3.3 and 3.4 of this Code.

3. Rules governing UOSU-Recognized Clubs

- 3.1. The rules governing **Clubs** are as follows:
 - 3.1.1. Must make their constitution publicly available in English and French.
 - 3.1.2. Must have a minimum of two (2) executives.
 - 3.1.3. Must host a minimum of one (1) public event per semester.
 - 3.1.4. Must host a minimum of one (1) executive meeting per semester.
 - 3.1.5. Must host a minimum of one (1) public general meeting per semester.
 - 3.1.6. Must host a fair selection or hiring process to transfer executive rights before the end of each academic year.
 - 3.1.6.1. For **Clubs** with more than 25 active members, the selection process must be done through the form of a fair election.
 - 3.1.7. Must operate in at least one of the official languages at the University of Ottawa; French and English.
 - 3.1.7.1. Each club must have at least one bilingual member/executive on their team proficient in both official languages.
 - 3.1.7.2. A club with more than 25 active members must have at least one **Bilingual signing officer** proficient in both languages.
 - 3.1.7.3. A club with more than 25 active members must have all public content and documentation presented in both French and English.
 - 3.1.7.3.1. An exception to this balance may be permitted if the activity or operation in question is intended to promote the Francophonie.

- 3.1.8. Must have an executive solely comprised of undergraduate and graduate students at the University of Ottawa.
- 3.1.9. Must have a membership comprised of at least 75% of undergraduate and graduate students at the University of Ottawa.
- 3.1.10. Must comply with all provisions and policies of the UOSU.
- 3.1.11. Must comply with all provisions and policies outline by the University of Ottawa.
- 3.1.12. Must comply with all by-laws of the City of Ottawa.
- 3.1.13. May not operate as a for-profit organization where executives and members of the **Club** are profiting.
- 3.1.14. Must maintain inclusivity to all members of the University of Ottawa community.
- 3.1.15. Must commit to the principle of equity and avoid discrimination.
This **includes, but is not limited to** the following:
 - 3.1.15.1. The **Club's** activities or mandate must not include advocating against access to a legal abortion.
 - 3.1.15.2. The **Club's** activities must not include advocating for discrimination under the Ontario Human Rights Code.
 - 3.1.15.3. The **Club's** activities must not promote ableism, racism, sexism, homophobia, transphobia, anti-religious bigotry, or any other system(s) of oppression.
- 3.1.16. Must complete the **Club Review** at the end of each semester.
 - 3.1.16.1. **Clubs** will have fourteen (14) days to complete the **Club Review** from the date that it is made available.
 - 3.1.16.2. The **Club Review** will not be conducted for the Spring/Summer semester.
- 3.1.17. Must not have activities that are likely to have a substantially negative impact on a significant number of University of Ottawa

students.

3.2. **Clubs** which comply with the rules outlined in section 3.1 will maintain the status of a **UOSU-Recognized Club**.

3.2.1. All **Clubs** who maintain the status of a **UOSU-Recognized Club** will not have to re-register on a yearly basis.

3.3. Failure to comply with the rules outlined in section 3.1 of the Clubs Code may result in the recognized status of the **Club** being revoked.

3.3.1. Once a **Club** is notified of their violation a suspension period of their status will start on the date, they are sent the notification and will last until a decision is made as per section 3.3.2.

3.3.1.1. During the suspension period the club will not have access to any of the resources available to **UOSU-Recognized Clubs**.

3.3.1.2. If the **Club** currently holds UOSU received Club Funding, they must stop spending the funds until a final decision to their status is made.

3.3.2. A **Club's** recognized status can be revoked or declined by a simple majority vote made at the UOSU Student Services Committee.

3.3.2.1. The chair of the Student Services Committee will invite an executive of the **Club** in question to the meet at the next **Student Services Committee** meeting.

3.3.2.2. The meeting at which the discussion to remove or deny recognition is being considered, the chair of the **Student Services Committee** will be given 45 minutes to outline the specific violation of section 3.1 of the clubs code to the present members and the **Club** in question will be given 45 minutes to defend their position.

- 3.3.2.3. The UOSU Student Services Committee must publicly outline the specific violation of section 3.1 of the Clubs Code in the event of the revocation or denial of club status to a club.
- 3.3.2.4. The decision to revoke club status under the process outlined in section 3.3 can be overturned by a three-quarters (3/4) majority vote of the Board of Directors or at a General Assembly by a simple majority vote if the motion to overturn is brought forward within one (1) year of the decision to revoke.
- 3.3.3. Nothing in this section of the Code prevents any body of the UOSU from commencing an investigation into a Club for possible violations without recommending the revocation or declining of club status for the club.
- 3.4. The Club status of a UOSU-Recognized Club may also be revoked if a petition with the signatures of 500 UOSU members is presented to the Chair of the Student Services Committee outlining how the club in question is in violation of Clubs Code or the **Club's** activities are likely to have a substantially negative impact on a significant number of University of Ottawa students.
 - 3.4.1. The petition must set out how the **Club** in question is in violation of the provisions outlined in the **Clubs Code**.
 - 3.4.2. Upon the receipt of the petition, the **Student Services Committee** must request the submission of all parties addressing the claim,
 - 3.4.2.1. The chair of the Student Services Committee will invite an executive of the **Club** in question and the petition creator to meet at the next **Student Services Committee** meeting.

- 3.4.2.2. The meeting at which the discussion to remove or deny recognition is being considered, both parties will be allocated 45 minutes to speak
 - 3.4.2.3. The decision to deny or remove club status must take place by a three-quarters (3/4) majority vote of the **Student Services Committee**.
 - 3.4.2.4. The decision to revoke club status under the process outlined in section 3.4 can be overturned by a three-quarters (3/4) majority vote of the Board of Directors or at a General Assembly by a simple majority vote if the motion to overturn is brought forward within one (1) year of the decision to revoke.
 - 3.4.2.5. A Club that has had their status revoked may reapply for the status of a UOSU-Recognized Club.
- 3.5. The clubs and services committee reserves the right to remove an executive's status within a club under exceptional circumstances that include but are not limited to abuse of power.
- 3.5.1. Once the Executive is notified of their violation, a suspension period of their status will start on the date, they are sent the notification and will last until a decision is made by the Student Services Committee.
 - 3.5.1.1. During the suspension period, the Executive (individual) will not have any vote or authority on the club and should be removed from all matter by the members until further notice.
 - 3.5.1.2. If the Executive is a signing officer, the club will be allowed a period of no longer than 10 business days to pick an Interim signing officer.

3.5.1.2.1. The Executive will be requested to hand in their authority to the new interim signing officer.

3.6. The individual's Executive status within a club can be revoked by a simple majority vote made at the UOSU Student Services Committee.

3.6.1. The chair of the Student Services Committee will invite the individual in question to meet at the next Student Services Committee meeting.

3.6.2. The meeting at which the discussion to remove or sustain executive status is being considered, the chair of the Student Services Committee will be given 45 minutes to outline the specific violation of section 3.5 of the clubs code to the present individual/executive and the Executive in question will be given 45 minutes to defend their position.

4. Club Constitutions

- 4.1. A **Clubs'** constitution must follow the following rules:
 - 4.1.1. Must include the full name of the **Club** and any commonly used abbreviations.
 - 4.1.2.** Must outline the purpose and/or the objective of the **Club**.
 - 4.1.3. Must have a list of executive and member positions, including their responsibilities.
 - 4.1.4. If the **Club** has a membership fee, it must be stated and justified.
 - 4.1.5. Should include a minimum for general meetings per semester.
 - 4.1.6. Must include a fair procedure for executive transition from at least a year to year basis.
 - 4.1.6.1. For **Clubs** with more than 25 members this must be done through a fair election.
 - 4.1.7. Must not be in contravention to the Clubs Code or the UOSU Constitution.

5. Club Funding

5.1. Funding Terms

- 5.1.1. Only **UOSU-Recognized Clubs** and **Associations** are eligible to apply for any sort of funding.
- 5.1.2. **Clubs** and **Associations** must attend one of the **mandatory Club Funding Workshops** hosted by CVUO before being eligible to apply for any sort of funding as well as complete the Clubs' Code Quiz. (Effective starting 1st of January)
- 5.1.3. UOSU reserves the right to refuse any application and has the discretion to allocate funds to **Clubs** and **Associations** based on the needs presented.
- 5.1.4. Events or activities that are against law in Ottawa, Ontario or Canada will not be approved for funding under any circumstances.
- 5.1.5. Events that are discriminatory in nature as outline by the Ontario Human Rights Code, the Clubs Code, and the UOSU constitution will not be approved for funding.
- 5.1.6. UOSU will not issue funds to events and activities where the organizers, including the **Club** or **Association** executives, are projected, or expected to make a profit.
- 5.1.7. Events and activities for which the funding is being requested must have a target demographic comprised of at least 51% undergraduate and graduate students at the University of Ottawa.
- 5.1.8. Priority will be given to events and activities that are bilingual, accessible, including to persons with disabilities, and sustainable.
 - 5.1.8.1. Any events included in an **Emerald** tier club

funding applications must be **fully bilingual** as well as check at least on third of the accessibility and sustainability checklist. (Effective starting 1st of January)

- 5.1.9. The following funding requests will **NOT** be considered for approval:
 - 5.1.9.1. Funding requested for an event or activity that has the sole purpose of generating more revenue for the club or association,
 - 5.1.9.2. Funding requested for the purpose of political campaigning, such as canvassing,
 - 5.1.9.3. Funding requested for the purpose of purchasing apparel, merchandise, hosting executive bonding activities, providing food at meetings or similar items that solely benefit the members of the club or association.
 - 5.1.9.4. Funding requested for the purpose of paying University of Ottawa students, faculty members or staff for their attendance or participation,
 - 5.1.9.4.1. Fees for any guest speakers that are not University of Ottawa students, faculty members or staff are eligible for club funding,
 - 5.1.9.5. Funding requested for a direct donation made to a separate organization or cause,
 - 5.1.9.6. Funding requested for the purchasing of alcohol,

- 5.1.9.7. Funding requested solely for items that will be sold for a monetary value, such as merchandise.
- 5.1.9.8. An exception maybe be made if the request is proven to be essential to the **Club's** or **Association's** operations.
- 5.1.10. No requests for funding greater than the amount specified for each **Tier** in section 5.3 of the **Clubs Code** will be considered.
- 5.1.11. **Clubs** and **Associations** must have a bank account for their organization to accept funds.
 - 5.1.11.1. Funds will be given as electronic transfers or as written cheques to the **Club** or **Association**
- 5.1.12. All funding must be strictly used for the outlined purpose of the original application
 - 5.1.12.1. If there is an indication that the funds provided were used for purposes other than the ones outlined in the original funding application may mean a **revoking of Recognized Club status** for the **Club** or **Association**
 - 5.1.12.1.1. UOSU will request a refund of the misused amount of funding from the club or association executives
 - 5.1.12.2. The **Club** or **Association** may suggest an amendment to their original application at any time before spending the money and before the spending deadlines outlined in section 5.2.2 of the **Clubs Code**.
- 5.1.13. The **Student Services Committee** may postpone approval of an application and ask the **Club** or **Association** for more information.

- 5.1.13.1. The **Club** or **Association** will be given three (3) days to respond to the request.
- 5.1.14. **Clubs** and **Associations** must provide written receipts for all purchases made with the provided funding to the **UOSU Student Services Committee** by
 - 5.1.14.1. September 10th for events hosted in and equipment purchased in the Summer/Spring semester.
 - 5.1.14.2. January 10th for events hosted in and equipment purchased in the Fall semester.
 - 5.1.14.3. June 10th for events hosted in and equipment purchased in the Winter semester.
- 5.1.15. If a **Club** or **Association** have had their official **UOSU-Recognized Club** or **Association** status revoked during the period of spending, they will be requested to return all unused funds.
- 5.1.16. **UOSU Student Services** Committee may choose to amend the dates in section 5.1.11 of the **Clubs Code** accordingly.
 - 5.1.16.1. The amendments must be voted on by the **UOSU Student Services Committee** at least 14 days prior to the original date 14 days prior to the amended date, whichever occurs first.
- 5.1.17. For purchases exceeding \$1000, the club or association will be required to provide three different quotes for the purchase and an indication of having picked the most cost-effective option.
- 5.1.18. For events, **Clubs** and **Associations** will be required to provide a list of attendees alongside their receipts
- 5.1.19. All approved funding will be made publicly available with the

names of the **Clubs** or **Associations** that received the funding as well as the amount and the items approved.

5.1.19.1. **Clubs** or **Associations** that received \$0 will not be made public

5.1.19.2. An indication of the number of applications did not receive any funding will be made publicly available

5.1.20. UOSU reserves the right to revoke funding based on updated information regarding the **Clubs Code** or new information acquired regarding the **Club** or **Association**, or the event.

5.2. Application Process

5.2.1. The application for club funding will be available on the **CVUO website** at cvuo.ca/resources/club-funding and in French at cvuo.ca/ressources/financement-des-clubs.

5.2.2. A different funding application will be open at the beginning of each semester.

5.2.2.1. The funding application for the Summer/Spring semester will open on June 1st and close on June 15th.

5.2.2.1.1. Applications made during the Summer/Spring semester may only be accepted if they cover events hosted or materials purchased for use in the same Summer/Spring semester and/or the following Fall semester.

5.2.2.2. The funding application for the Fall semester will open on September 1st and close on September 15th.

5.2.2.2.1. Applications made during the Fall

semester may only be accepted if they cover events hosted or materials purchased for use in the same Fall semester and/or the following Winter semester.

5.2.2.3. The funding application for the winter semester will be open on January 6th and close January 20th.

5.2.2.3.1. Applications made during the Winter semester may only be accepted if they cover events hosted or materials purchased for use in the same Winter semester and/or the following month of May for that year.

5.2.2.4. Any funding requested for materials and equipment for the club that will stay with the club for extended periods of time may be requested during either of the funding applications.

5.2.3. Each application will ask for the following information:

5.2.3.1. Club or association information, such as

5.2.3.1.1. Club or association name,

5.2.3.1.2. Club ID,

5.2.3.1.3. Club or Association Email,

5.2.3.1.4. At least one signing officer,

5.2.3.1.4.1. And their contact information,

- 5.2.3.2. Which **Tier** the **Club** or **Association** is applying for,
- 5.2.3.3. Requested amount of fund
 - 5.2.3.3.1. The requested amount must be within the constraints of the **Tier** that the **Club** or **Association** is applying for
- 5.2.3.4. Sources of revenue the **Club** or **Association** has apart from the **UOSU Club Funding**, such as levies and sponsorship.
- 5.2.3.5.** A list of purchases for which the **Club** or **Association** is requesting funds for.
 - 5.2.3.5.1. Estimated price of each purchase.
 - 5.2.3.5.2. Information regarding usage and storage of each purchase.
- 5.2.3.6. For Events:
 - 5.2.3.6.1. Event name,
 - 5.2.3.6.2. Event date,
 - 5.2.3.6.3. Target audience,
 - 5.2.3.6.4. Target attendance
 - 5.2.3.6.5. A detailed description of the event,
- 5.2.3.7. For materials and equipment:
 - 5.2.3.7.1. Name of product(s),
 - 5.2.3.7.2. A detailed description of the uses of the materials or equipment,
 - 5.2.3.7.3. Where and how the materials or

equipment will be used and stored.

- 5.2.4. All funding applications will be reviewed by the **CVUO executives** and the **Clubs Coordinator** for preliminary approval.
- 5.2.5. The funding applications will be reviewed by the **UOSU Students Services Committee** for a final approval.
 - 5.2.5.1. The **UOSU Student Services Committee** will have full discretion on how the funds are allocated with the following constraints:
 - 5.2.5.1.1. Funds may only be moved between **Tiers** if there is an abundance of funds compared to the number of applications in one **Tier** and an abundance of applications and limited funds in another **Tier**.
 - 5.2.5.1.2. Funds may not be moved between **Tiers** if there is only a limited fund in one **Tier** and no abundance in either of the other **Tiers**.
 - 5.2.5.1.3. **Clubs** or **Associations** that have not previously received funding from UOSU without a justified reason will be given priority.
 - 5.2.5.1.4. Applications with more detailed budgets will be given priority.
 - 5.2.5.1.4.1. A template will be available to **Clubs** and **Associations** to use as a guide.

5.2.5.2. In the case of a rejection of application or a partial approval, the **UOSU Student Services Committee** must provide the **Club** or **Association** with a written reason behind the decision.

5.3. Different types of funding

5.3.1. The club funding budget will be split into 3 subsections: **Tier Emerald**, **Tier Ruby**, and **Tier Sapphire**.

5.3.2. **Clubs** or **Associations** applying for funding under **Tier Emerald** will be required to request a maximum of \$5000 and a minimum of \$2500.

5.3.3. **Clubs** or **Associations** applying for funding under **Tier Ruby** will be required to request a maximum of \$2499 and a minimum of \$1000.

5.3.4. **Clubs** or **Associations** applying for funding under **Tier Sapphire** will be required to request a maximum of \$999 and a minimum of \$50

5.3.5. The maximum and minimum amounts for each **Tier** may be changed by the **UOSU Student Services Committee** depending on UOSU budget constraints through a simple majority vote

5.3.5.1. The changes may only take place if they are voted at least 14 days before the opening of the application period of each semester

6. Clubs Storage

- 6.1. Only **UOSU-Recognized Clubs** and **Associations** are eligible to apply for club's storage.
- 6.2. UOSU reserves the right to refuse any application and has the discretion to allocate storage space to **Clubs** and **Associations** based on the needs presented.
- 6.3. Before receiving access to storage, **Clubs** and **Associations** will be required to sign the Institutional Storage Space Agreement.
- 6.4. **Clubs** and **Associations** will be given the chance to apply to both T-Rex Storage 🦖 and/or Chicken Storage 🐔🐔.
 - 6.4.1. All Chicken Storage 🐔🐔 applications must request storage of equipment that will fit inside a 21-7/8"x15-1/4"x12-7/8" box.
 - 6.4.2. All T-Rex Storage 🦖 applications must request storage of equipment that is too large for a 21-7/8"x15-1/4"x12-7/8" box.
 - 6.4.3. Each **Club** or **Association** must only apply once for each type of application per semester.
- 6.5. It is the responsibility of the **Clubs** and **Associations** with access to storage to keep their portion of the storage rooms neat and clean.
 - 6.5.1. Failure to do this can result in a removal from clubs' storage, other provided resources, and in some cases removal from official **Clubs Status**.
- 6.6. Only the two signing officers of a **Club** or **Association** will be provided the code for the storage rooms.

- 6.6.1. The code for the room will be deemed confidential and is to not be shared.
- 6.6.2. **Clubs** and **Associations** may request sharing the room with additional executives on their team, however, must wait until their request is approved.
- 6.7. Each approved **Club** or **Association** for the Chicken Storage 🐔🐔 will be given a 21-7/8"x15-1/4"x12-7/8" sized box name to use for storage.
 - 6.7.1. **Clubs** or **Associations** must not store any items that are not placed inside the box.
 - 6.7.2. The box will be labelled with the **Club** or **Association** name at the time they pick it up.
 - 6.7.2.1. The label must not be removed while the **Club** or **Association** is occupying the space.
- 6.8. Each approved **Club** or **Association** for the T-Rex Storage 🦖 will be given a specific portion of the storage room to use for their equipment.
 - 6.8.1. **Clubs** or **Associations** must not store any items outside the specified portion of the storage room.
 - 6.8.2. **Clubs** or **Associations** will be notified of their specified portion of the storage room before they start using the storage room.
 - 6.8.3. All equipment in the T-Rex Storage 🦖 must be labelled with the **Clubs** or **Associations** name when stored.
 - 6.8.3.1. The label must not be removed while the **Club** or **Association** is occupying the space.

6.9. **UOSU** will conduct an inspection of the club's storage rooms at a minimum of once per week.

6.9.1. Random inspections, at any time, will be up to the discretion of **UOSU**.

6.9.2. **Clubs** or **Associations** will not be provided the dates and times of the inspections.

6.10. The list of items that will not be approved for storage are, but not limited to:

6.10.1. Alcohol

6.10.2. Any illegal substances

6.10.3. Money

6.10.4. Food and all perishable items

6.10.5. Weapons

6.10.6. Items with a strong odour

6.10.7. Anything alive or dead

6.11. The Application Process



6.11.1. Clubs storage application will be open all year long and will be provided to all registered **Clubs** and **Associations**.

6.11.1.1. An exception will be made if there is no usable space left in the storage room and clubs storage applications will be closed until the start of the coming semester.

6.11.1.1.1. The applications may alter, instead of close, depending on how much storage space is available at the time,

- 6.11.2. Once an application is approved, it only covers the **Club** or **Association** for the semester, or what is remaining of it, for which they are requesting the space for.
- 6.11.3. **Clubs** and **Associations** may not submit multiple applications at a time.
- 6.11.4. At the beginning of each semester all **Clubs** and **Associations** currently occupying the storage space must reapply to keep on using the storage space.
 - 6.11.4.1. **Clubs** and **Associations** must reapply on the following dates:
 - 6.11.4.1.1. September 10th for the Fall Semester
 - 6.11.4.1.2. January 10th for the Winter Semester &
 - 6.11.4.1.3.** May 1st for the Summer Semester
 - 6.11.4.1.4. The **UOSU Student Service Committee** may choose to alter any of the dates at least 14 days in advance.
 - 6.11.4.2. Failure to reapply on the specified dates will result in the **Club** or **Association** being removed from Clubs Storage.
 - 6.11.4.2.1. The **Club** or **Association** will be given 14 days after the closing of the reapplication period to remove their items or they will be handled at UOSU's discretion.

- 6.11.4.3. If a reapplication is denied by the **Student Services Committee**, the **Club** or **Association** will be notified of the decision and the date by which they must remove their items from the storage rooms.
 - 6.11.4.3.1. Failure to adhere to the given dates will result in the clubs or associations items being handled at the discretion of UOSU.
- 6.11.5. All storage applications will be reviewed by the **CVUO External Affairs Supervisor** and the **UOSU Clubs Coordinator** for preliminary approval.
- 6.11.6. The storage applications will be reviewed by the **UOSU Student Services Committee** for a final approval.
 - 6.11.6.1. The **UOSU Student Service Committee** will have full discretion on allocating space for storage.
 - 6.11.6.2. In the case of a rejection of application, the **UOSU Student Services Committee** must provide the **Club** or **Association** with a written reason behind the decision.
- 6.11.7. Each application will ask for the following information:
 - 6.11.7.1. **Club** or **Association** information, such
 - 6.11.7.1.1. Club or association name,
 - 6.11.7.1.2. Club ID
 - 6.11.7.1.3. Club or association email,

- 6.11.7.1.4. At least one signing officer and their contact information
- 6.11.7.2. Selection of either T-Rex Storage , Chicken Storage , or both.
- 6.11.7.3. The current storage situation for the club or association and their items.
- 6.11.7.4. The names of the specific items requested for storage.
- 6.11.7.5. The descriptions of the specific items requested for storage.
- 6.11.7.6. The importance of each of the items requested for storage to the club or association.
- 6.11.7.7. A commitment to maintain the storage rooms organized and clean.
- 6.11.7.8. A commitment to respect the privacy of the other clubs and association within those rooms.
- 6.11.7.9. A commitment to respect the confidentiality of the code for the storage room.
- 6.11.7.10. An option to submit a picture of the items requested for storage.
 - 6.11.7.10.1. A priority will be given to applications that include pictures.

6.12. Removal from clubs storage may occur, at any time during the year, by the discretion of the **UOSU Student Services Committee**, if it is brought to the attention of the committee that a **Club** or **Association** has violated any section of the Clubs Code.

- 6.12.1. The **Club** or **Association** being removed will be given a date by which they must remove all their items from the storage space.
- 6.12.2. If the **Club** or **Association** fails to remove the items by the given date, the handling of the items will be up to the discretion of **UOSU**.