

# **Clubs & Student Groups Handbook**

A comprehensive guide to the funding, services, rights, and responsibilities of clubs and student organizations seeking recognition, partnership, and funding from the UOSU.

Last amended on September 25<sup>th</sup>, 2022

Current to September 25<sup>th</sup>, 2022

## **Policies for Clubs and Association**

### **Of the University of Ottawa Students' Union**

The University of Ottawa Students' union (UOSU) is a not-for-profit organization incorporated under the Canada Not-for-profit Corporations Act (CNCA). The UOSU functions autonomously from the University of Ottawa, and acts as the primary student government for over 37,000 undergraduate students at the University of Ottawa.

You can learn more about how the UOSU operates at [governance page](#).

# Notes for Accessibility

## Text Colour Codes

Text displayed in **red** has not yet taken effect, but will take effect upon approval by the UOSU Board of Directors.

Text displayed in stricken-through ~~red~~ still remains in effect, but will soon be removed pending the ratification of that removal by the UOSU Board of Directors.

## Front Page

The front page of this document indicates the last time this document was officially amended by the Board of Directors by the passing of a resolution at a board meeting, denoted by the line “Last amended on [date]...”.

The front page also indicates the last time that this document was updated and re-uploaded for publication for any reason, which may include non-substantive changes to formatting, spelling, grammar, or punctuation. These changes will usually be denoted in **blue** text when they have not yet been approved by the Board. This is denoted by the line “Current to [date]”.

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| Proposed by Committee | Adopted by Board | Notes  |
|-----------------------|------------------|--|
| CLUBS - 08/18/2022    | 08/28/2022       | Created to explain some of the general terms used throughout the Clubs and Student Groups Policies |

## CSG-001 | Guidelines & definitions

### Introduction

- 1.1 The University of Ottawa Students' union is committed to providing funding and support to all recognized club and student groups during each academic year, for the purpose of advancing the interests of the broader student body at the University of Ottawa
- 1.2 Recognized clubs and student groups are entitled to apply for funding, benefit from additional club services provided by the UOSU, and receive continued administrative support from the UOSU throughout the recognition year.

### Recognition & Funding Definition

- 1.3 A "Recognized Club", "Recognized Student Group", or "Partner Club" shall refer to a club or student organization that has applied for recognition as a partner of the UOSU and has been approved for such recognition according to the expectations set forth in CSG-002 124-Partnership Criteria.
- 1.4 "Recognition Year" shall be defined as the year in which recognition may be granted to a recognized club, starting on May 1st and ending on April 30th of the subsequent year.
- 1.5 "Partner Funding" and "Basic Funding" shall be defined as the base-level of funding offered to partner clubs by the UOSU for the purposes of financing general and routine operating costs, as further established in CSG-005-Partner Funding.

### General Definition

- 1.6 A "UOSU member" shall refer to any member of the University of Ottawa Students' Union as defined in the UOSU Constitution - Membership.
- 1.7 A "leadership position" or "executive position" within a club shall refer to any member of a club who has run for and won an election within that club for a position of leadership and/or authority.
- 1.8 A "recognized student government", "affiliated student society", or "RSG" shall refer to a student union, society, or association which collects membership fees from its members for the purpose of organizing and managing student life within their jurisdiction. A non-exhaustive list of such organizations is listed in Appendix A.
- 1.9 "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).
- 1.10 "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.
- 1.11 The Official Clubs and Association List is a publicly available list on the CVUO website of all the registered clubs and associations.
- 1.12 "VEMS" or "Virtual EMS" is a reference tool which allows groups to request spaces for

events and activities on the uOttawa campus.

- 1.13 Each club and association can be classified in different categories depending on their activities and mission. These categories include the following:
  - 1.13.1 Philanthropic
  - 1.13.2 Recreational
  - 1.13.3 Competition
  - 1.13.4 Academic
  - 1.13.5 Religious/Cultural
  - 1.13.6 Fraternity/Sorority
  - 1.13.7 Competitive Sport
  - 1.13.8 Competitive Academic
  - 1.13.9 Political
- 1.14 “Signing Officers” are the clubs two main representative, point of contact and have their names attached to the Club’s and Association’s finances.
- 1.15 A “parent organization” or “umbrella organization” shall refer to any organization that provides resources to and coordinates an association of entities for the purpose of coordinating activities and pooling resources.

## Associations

- 1.16 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.
- 1.17 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.

## Appendices

- A. The following organizations at the University of Ottawa are considered to be “representative student societies”:
  - a. Aesculapian Society
  - b. Association des étudiant.es en nutrition
  - c. Association des étudiant.es en service social
  - d. Association des étudiants et étudiantes à la formation à l’enseignement
  - e. Association des étudiantes et étudiants en droit civil de l’Outaouais
  - f. Common Law Students’ Society
  - g. Communication Students’ Association
  - h. Computer Science Students’ Association
  - i. Conflict Studies and Human Rights Students’ Association
  - j. Criminology Students’ Association
  - k. Economics Students’ Association
  - l. Engineering Students’ Society
  - m. Feminist and Gender Studies Student Association
  - n. Health Sciences Students’ Association
  - o. Human Kinetics Students’ Association
  - p. Indigenous Students’ Association
  - q. International Development and Globalization Students’ Association
  - r. International, Political, and Policy Studies Students’ Association

- s. Psychology Students' Association
- t. Sociology and Anthropology Students' Association
- u. Science Students' Association
- v. Students' Association of the Faculty of Arts
- w. Telfer Student Council
- x. Undergraduate Nursing Students' Association
- y. Indigenous Law Student Governance

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| <b>Mandatory Review Term: 3 years</b>    |
| <b>Next Mandatory Review: 08/28/2025</b> |



| <b>Proposed by Committee</b> | <b>Adopted by Board</b> | <b>Notes</b>   |
|------------------------------|-------------------------|--|
| CLUBS - 08/18/2022           | 08/28/2022              | To establish the requirement for a club to receive UOSU partner status |

## **CSG-002 | Recognition Criteria**

### **Preamble**

1. Student groups seeking funding from the UOSU must first apply for recognition as “Partner Clubs”, establishing a partnership relationship with the UOSU.
2. Partner Clubs shall be expected to operate in a manner consistent with the policies of the UOSU, and may have their recognition revoked if they fail to do so.

### **Recognition Requirements**

3. The Clubs and Services Commissioner shall recommend to the Clubs Committee that recognition be denied to any group that does not satisfy all of the following criteria:
  - 3.1. Recognized clubs must seek to make a positive contribution to the academic and/or co-curricular lives of University of Ottawa students;
  - 3.2. Recognized clubs must not impede the legitimate, lawful activities of the University of Ottawa students;
  - 3.3. Recognized clubs must not discriminate on the basis of a protected ground in a protected social area, as defined in the Ontario Human Rights Code, R.S.O.1990,c.H.19;
  - 3.4. Recognized clubs must operate on a not-for-profit basis, such that all revenue is used to support the operations of the club, and must not use UOSU funds to support the activities of another parent or umbrella organization;
  - 3.5. Recognized clubs must be able to provide truthful and complete financial records, as well as copies of any and all current and historical governing documents, to the UOSU upon request;
  - 3.6. Recognized clubs must operate in a manner consistent with the University of Ottawa Policies
  - 3.7. Recognized clubs must operate in a manner consistent with the University of Ottawa Student Union Provision & Policies
  - 3.8. Recognized clubs must operate in a manner consistent the by-laws of the City of Ottawa
  - 3.9. Recognized clubs shall be expected to send at least one (1) representative who is also a member of the UOSU to attend the Annual General Meetings of the UOSU each recognition year;
  - 3.10. Must commit to the principles of equity.
  - 3.11. The majority of a recognized club’s general membership, as well as a majority of those holding leadership positions, must be comprised of UOSU members;
  - 3.12. Must operate in at least one of the official languages at the University of Ottawa; French and English.
    - 3.12.1. Each club must have at least one bilingual member/executive on their team proficient in both official languages.
    - 3.12.2. A club with more than 25 active members must have at least one Bilingual signing

officer proficient in both languages.

3.12.3. A club with more than 25 active members must have all public content and documentation presented in both French and English.

3.12.3.1. An exception to this balance may be permitted if the activity or operation in question is intended to promote the Francophonie.

3.13. Partner clubs must renew their recognition at the beginning of each recognition year; and

3.14. Representative student societies are not eligible for recognition.

## Club Constitutions

4. A Clubs' constitution must:

4.1. Include the full name of the Club and any commonly used abbreviations.

4.2. Must outline the purpose and/or objective of the Club

4.3. Must have a list of executive and member positions, including their responsibilities.

4.3.1. The list must contain a minimum of two (2) executive positions.

4.4. Must outline if the Club has a membership fee

4.4.1. It must include the membership fee reasoning and amount.

4.5. Must outline the minimum of general meetings per semester

4.6. Must include a faire procedure for executive transition from a year-to-year basis.

4.6.1. An election must occur for clubs with more than 25 members

4.7. Must not be in contravention with any of the Clubs and Student Group policies

4.8. Must not be in contravention with the UOSU Constitution

4.9. Must outline an executive removal process containing the following:

4.9.1. Process for removal of President by general members and executives.

4.9.2. Process for removal of executives by general members and other executives

## Steps to Becoming a Recognized Partner

5. In order to be granted recognition, a club must:

5.1. Submit a completed application form, which includes:

5.1.1. The club name and abbreviation in French and English;

5.1.2. A 2500-character maximum statement outlining the purpose and mission of the club in French and English;

5.1.3. A complete list of members for the current year, including members':

5.1.3.1. Full legal name (preferred names may be included members');

5.1.3.2. Student number;

5.1.3.3. undergraduate, or graduates status; and

5.1.3.4. Divisional information (faculty)

5.1.4. The full name, uOttawa student email address, phone number, and student number of two executives to serve as the Club's signing officers.

5.1.5. A bilingual display image to be displayed on the official CVUO Clubs and Associations list.

5.1.6. The most recent and currently enforced version of their constitution as established in CSG-002(4)

6. In order to be granted recognition, an association must:

6.1. Submit a completed application form, which includes:

6.1.1. The club name and abbreviation in French and English

- 6.1.2. A 2500-character maximum statement outlining the purpose and mission of the club in French and English;
- 6.1.3. A complete list of members for the current year, including members':
  - 6.1.3.1. Full legal name (preferred names may be included members');
  - 6.1.3.2. Student number;
  - 6.1.3.3. Full-time, part-time, or graduates status; and
  - 6.1.3.4. Divisional information (faculty)
- 6.1.4. The full name, uOttawa student email address, phone number, and student number of two executives to serve as the Club's signing officers.
- 6.1.5. A bilingual display image to be displayed on the official CVUO Clubs and Associations list.
- 6.2. Sign a written acknowledgement that the club agrees to meet the requirements established in CSG-002(3)
- 6.3. Attend mandatory training modules set out by the Clubs and Services Commissioner and CVUO for the recognition period in which they are applying;
  - 6.3.1. Signing officers of partner clubs must attend any financial reporting training modules provided by the UOSU and CVUO
- 6.4. Meet any additional criteria, as required by the Club's Committee, that may be imposed on all clubs from time to time.
- 7. Any club which is denied recognition may submit a written appeal of the decision to the Club's Committee Chair.
  - 7.1. The appeal will be considered in a meeting of the Club's Committee;
    - 7.1.1. A written statement regarding the Clubs Committee's decision on the appeal will be provided to the Club by the Committee's chair
  - 7.2. All appeal decisions are final;
  - 7.3. A recognition decision may only be appealed once per recognition year.

## Steps for Recognition Status Removal

- 8. Failure to comply with the rules outlined in CSG-002(3) may result in the recognized status of the Club being revoked.
  - 8.1. 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 CSG-002(9)
  - 8.2. During the suspension period the club will not have access to any of the resources available to UOSU- Recognized Clubs.
  - 8.3. If the Club currently holds UOSU received Club Funding, they must stop spending the funds until a final decision to their status is made.
- 9. Removal of a club's status can be done by:
  - 9.1. A petition with 500 UOSU member signatures and sent to the Chair of the Club's Committee.
    - 9.1.1. The petition must:
      - 9.1.1.1. Set out how the club in question is in violation of the requirements established in CSG-002(3)
    - 9.1.2. Once receipt of the petition, the Club's Committee must request the submission of all parties addressing the claim,
      - 9.1.2.1. The chair of the Clubs Committee will invite an executive of the Club in

- question and the petition creator to meet at the next Clubs Committee meeting.
- 9.1.2.2. The meeting at which the discussion to remove or deny recognition is being considered, both parties will be allocated 45 minutes to speak
  - 9.1.2.3. The decision to deny or remove club status must take place by a three quarters (3/4) majority vote of the Club's Committee.
  - 9.1.2.4. The decision to revoke club status under the process outlined in CSG-002(9.1) 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.
  - 9.1.2.5. A Club that has had their status revoked may reapply for the status of a UOSU-Recognized Club
- 9.2. Failure to comply with the requirements established in CSG-002(3)
- 9.2.1. The chair of the Clubs Committee will invite an executive of the Club in question to the meet at the next Clubs Committee meeting.
  - 9.2.2. The meeting at which the discussion to remove or deny recognition is being considered, the chair of the Clubs Committee will be given 45 minutes to outline the specific violation of CSG-002(3) to the present members and the Club in question will be given 45 minutes to defend their position.
  - 9.2.3. The UOSU Clubs Committee must publicly outline the specific violation of CSG-002(3) in the event of the revocation or denial of club status to a club.
  - 9.2.4. The decision to revoke club status under the process outlined in CSG-002(9.2) 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.
- 9.3. Nothing in this section of the CSG-002 prevents anybody 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.
10. UOSU reserves the right to decertify an Association separate from their affiliation with their respective external organization.

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| <b>Mandatory Review Term: 3 years</b>    |
| <b>Next Mandatory Review: 08/28/2025</b> |

| <b>Proposed by Committee</b> | <b>Adopted by Board</b> | <b>Notes</b>  |
|------------------------------|-------------------------|---|
| CLUBS - 08/18/2022           | 08/28/2022              | This policy was created to establish the benefits UOSU partner clubs have |

## **CSG-003 | Partner Benefits**

### What's Offered to Partner Clubs

1. After having been recognized as a partner club of the UOSU in any given recognition year, a recognized club is entitled to support, assistance, and guidance from the UOSU. Some of these benefits may include, but are not limited to:
  - 1.1. Support from the UOSU's team
  - 1.2. Inclusion and advertisement of events, activities, and posting in the UOSU monthly newsletter
  - 1.3. Access to templates and guidelines for budgets, financial accountability mechanism, recording-keeping, and more; and
  - 1.4. Access to the UOSU Club Storage, subject to relevant policies and procedures which govern its usage.
  - 1.5. Access to the UOSU Club Funding, subject to CSG-004
  - 1.6. Access to VEMS accounts through Conventions & Reservations allowing them to book spaces on the uOttawa campus.
    - 1.6.1. 15 classroom and 5 kiosk bookings per semester for free.
  - 1.7. Access to request and sign out an AV card from the UOSU for their space booking.

### Club Storage

2. The UOSU's club Storage provides free equipment and materials storage. Using these resources carries the following expectation:
  - 2.1. Club representative acknowledges that damage to the facilities and equipment within may result in their partner recognition and/or funding status being jeopardized
3. Club storage is further elaborated in CSG-007

### Executive removal Assistance

4. The club's committee may remove an executive's status within a club only if requested to do so by the club under exceptional circumstances that include but are not limited to abuse of power.
  - 4.1. For the Clubs and Services Committee to remove an executive the club must provide:
    - 4.1.1. A letter head to the Committee stating the following:
      - 4.1.1.1. the issue, and
      - 4.1.1.2. the attempt to follow their constitution,
      - 4.1.1.3. that the executive in question is informed that you will be getting the Clubs and Services Committee involved via CSG-003(4)
    - 4.1.2. A document with the signatures of the majority of the executive and general members confirming what is stated in the letter head has done attempted

- 4.1.3. the article from the club's constitution stating the removal process currently in place.
5. Once these documents have been received by the Committee, they will decide if it warrants the involvement of the committee within 24 hours of reception.
    - 5.1. The Committee shall not deem it appropriate to become involved if the Committee finds that the executive removal process required by CSG-002(4) was properly followed.
      - 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.
      - 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.
        - 5.1.2.1. The executive will be requested to hand in their authority to the new interim signing officer until a decision is made by the committee.
  6. The Individual's Executive status within a club can be revoked by a simple majority vote made at the UOSU Student Clubs and Services Committee.
    - 6.1. The chair of the Clubs Committee will invite the individual in question to the meet at the next Clubs Committee meeting.
    - 6.2. The meeting at which the discussion to remove or sustain executive status is being considered, the chair of the Clubs Committee will be given 45 minutes to outline the specific violation of CSG-003(4) of the clubs code to the present individual/executive and the executive in question will be given 45 minutes to defend their position.

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| <b>Mandatory Review Term: 3 years</b>    |
| <b>Next Mandatory Review: 08/28/2025</b> |

| <b>Proposed by Committee</b> | <b>Adopted by Board</b> | <b>Notes</b>  |
|------------------------------|-------------------------|---|
| CLUBS - 08/18/2022           | 08/28/2022              | Created to outline the general terms and conditions which establish how any type of funding program for partners is supposed to work. |
| CLUBS - 09/15/2022           | 09/25/2022              | Updated with more accurate funding dates  |

## **CSG-004 | Funding Terms & Conditions**

### **General Limitation and Maximums for Funding**

1. No partner club may receive more than six thousand dollars (\$ 6,000 CAD) in cumulative assistance from the UOSU in any given recognition year.
  - 1.1. From time to time, the UOSU may implement or make changes as necessary to its per-application maximums, annual maximums, and other maximum funding amounts, for the purpose of maintaining the availability of funding for recognized partner clubs throughout the year.
  - 1.2. Unless otherwise specified in this policy, resolutions of the Clubs Committee which make changes to per-application maximums, annual maximums, and other maximum funding amounts shall expire at the end of each recognition year, therefore causing temporary changes to funding amounts to be reset.
2. No UOSU club funding may be used towards any of the following:
  - 2.1. The purchase or subsidization of alcohol or any recreation drugs;
  - 2.2. Compensation or honoraria for any member of the University of Ottawa Community;
  - 2.3. Political campaigning, such as canvassing;
  - 2.4. Club-branded personal merchandise, including clothing, business cards, or any other form of personalized or branded products intended for individual use;
  - 2.5. Capital expense, including electronics and furniture;
  - 2.6. Transportation cost that have not been explicitly preapproved by the UOSU through the Conferences & travel Grant;
  - 2.7. Retreats or excursions for the club executives and/or members;
  - 2.8. Donation of any kind; and
  - 2.9. Any other cost centre that is determined by the UOSU or Clubs Committee to be inappropriate.
3. Funds provided to a club by the UOSU in anticipation of a future expense must only be granted after a contract has been written and signed by two signing officers from both parties which clearly stipulate how the funds will be used and/or returned.
4. The UOSU, at its discretion, may attach additional terms and conditions to an individual funding application prior to its approval.
5. For all single purchases exceeding one thousand dollars (\$1,000), the partner will be required to provide three (3) different quotes of similar value.
  - 5.1. The Partner is also expected to provide reasoning for the preferred quote
    - 5.1.1. The Clubs Committee has the authority to pick either of the three (3) provided quotes

### **Financial Reporting Guidelines**

6. Partner clubs must adhere to the following financial reporting requirements:
  - 6.1. At the discretion of the UOSU, Partner Clubs are required to use a financial reporting template when submitting funding applications, which include:
    - 6.1.1. The club's starting balance, carried over from the year prior;
    - 6.1.2. A complete, itemized list of all expenses and income;
      - 6.1.2.1. For all transactions in foreign currency, a posted transaction in a club bank statement is required.
    - 6.1.3. A complete, itemized list of all receipt matching the expenses list;
    - 6.1.4. The ending balance, matching the final bank statement; and
    - 6.1.5. Signature of the person preparing the report.
7. The Clubs and Services Commissioner shall be empowered to withhold funding from any club that does not satisfy the required financial reporting guidelines stated in CSG-004(6).

## Timelines and Deadlines

8. Clubs must submit their funding applications prior to deadlines set by the UOSU in order to be considered as outlined in the appendices. Late applications may not necessarily be accepted by the Club's Committee, at the committee's discretion.
  - 8.1. The UOSU shall set deadlines each recognition year in order to ensure that all funding and recognition applications can be collected, considered, and processed before the end of the recognition year.
  - 8.2. The earliest the UOSU may set for clubs funding applications is July 1<sup>st</sup> of each recognition year.
  - 8.3. The latest deadline the UOSU may set for clubs funding applications to be submitted shall be March 15<sup>th</sup> of each recognition year.
9. The Clubs Committee may postpone approval of an application if more information is deemed pertinent.
  - 9.1. The Partner will be given (3) three business days to respond to the request.
10. No application for any type of funding or assistance may include expenses which were incurred more than twelve (12) months prior to the application being submitted, or expenses which were incurred prior to the current recognition year.
  - 10.1. Receipts for expenses incurred more than twelve (12) months before the submission of an application shall be deemed as invalid and not considered.
  - 10.2. Receipts for expenses incurred during a previous recognition year shall also be deemed as invalid and not considered.

## Preference Given to Desirable Applications

11. Preference for funding may be granted to certain clubs by the Clubs Committee if:
  - 11.1. A club has a consistent history of financial responsibility, record-keeping, and operational efficiency when managing funds provided by the UOSU;
  - 11.2. A club has clearly presented to the UOSU that they have developed or are developing a consistent source of revenue that reduces or will reduce the expenses to which the UOSU is being asked to pay for;
  - 11.3. A club has a consistent history of sending representatives to UOSU initiatives and events, including Annual General Meetings;
  - 11.4. The event, program, or service a club is requesting funding from the UOSU for has been created to serve the needs of a marginalized or underrepresented student community;



- 11.5. The event, program, or service a club is requesting funding from the UOSU for is unique and not reflected in the activities of another club;
- 11.6. The event, program, or service a club is requesting funding from the UOSU for is being offered in both official languages of the UOSU;
- 11.7. The event, program, or service a club is requesting funding from the UOSU for is consistent with the Sustainability checklist;
- 11.8. The event, program, or service a club is requesting funding from the UOSU for is consistent with the Accessibility checklist; and/or
- 11.9. The event, program, or service a club is requesting funding from the UOSU for is a collaborative activity that involves other clubs and campus groups.

## Unsuccessful Applications

12. When the UOSU disburses funds to its partners, the UOSU is obligated to hold its partners accountable for tracking and reporting how those funds are used. The UOSU therefore reserves the right to deny a club access to funding if the UOSU is unable to reliably account for how and why UOSU funds are used by a recipient club.
13. The UOSU reserves the right to withhold funding for the following reasons:
  - 13.1. An application is deemed to be incomplete, incorrect, insufficient, or otherwise ineligible based on criteria that must first be met in order for it to be approved;
  - 13.2. The Clubs Committee determines that a club is no longer eligible for funding or recognition due to a violation of CSG-002, Partnership Criteria; or
  - 13.3. The Clubs Committee determines that approving an application may duplicate the activities and operations of an existing club which has already had a funding application approved by the UOSU for similar purposes.
  - 13.4. An application was submitted after a deadline set by the UOSU for the submission of applications.
14. In the case that a club is denied funding or partially approved:
  - 14.1. Partner clubs may request that they receive a written explanation the UOSU's Clubs Committee for the reason behind the decision.

## Appendices

- A. Calendar for the 2022-2023 Club Funding Cycles
  - a. Funding Submission for September to April Funding requests must be submitted between September 19<sup>th</sup>, 2022 – September 30<sup>th</sup>, 2022
    - i. Clubs Committee review October 1<sup>st</sup>, 2022 – October 8<sup>th</sup>, 2022
  - b. Funding Submission for November to April Funding requests must be submitted between October 1<sup>st</sup>, 2022 – October 8<sup>th</sup>, 2022
    - i. Clubs Committee review October 24<sup>th</sup>, 2022 – October 31<sup>st</sup>, 2022
  - c. Funding Submission for December to April Funding requests must be submitted between November 1<sup>st</sup>, 2022 – November 15<sup>th</sup>, 2022
    - i. Clubs Committee review November 21<sup>st</sup>, 2022 – November 28<sup>th</sup>, 2022
  - d. Funding Submission for February to April Funding requests must be submitted between January 9<sup>th</sup>, 2023 – January 20<sup>th</sup>, 2023
    - i. Clubs Committee review January 23<sup>rd</sup>, 2023 – January 31<sup>st</sup>, 2023
  - e. Funding Submission for March to April Funding requests must be submitted between February 1<sup>st</sup>, 2023 – February 15<sup>th</sup>, 2023

- i. Clubs Committee review February 20<sup>th</sup>, 2023 – February 28<sup>th</sup>, 2023
- f. Funding Submission for April Funding requests must be submitted between March 1<sup>st</sup>, 2023 – March 15<sup>th</sup>, 2023
  - i. Clubs Committee review March 20<sup>th</sup>, 2023 – March 28<sup>th</sup>, 2023
- g. Funding Submission for May and June Funding requests April 1<sup>st</sup>, 2023 – April 15<sup>th</sup>, 2023
  - i. Clubs Committee review April 20<sup>th</sup>, 2023 – April 28<sup>th</sup>, 2023

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| <b>Mandatory Review Term: 1 years</b> |
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| <b>Next Mandatory Review: 08/28/2023</b> |
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| <b>Proposed by Committee</b> | <b>Adopted by Board</b> | <b>Notes</b>   |
|------------------------------|-------------------------|--|
| CLUBS - 08/18/2022           | 08/28/2022              | Created to explain what basic funding is for and how it works with its limitations |

## **CSG-005 | Basic Funding**

### **Preamble and Scope**

1. Funding for the purpose of supporting the general operations of recognized clubs shall be allocated on a rolling basis by the UOSU Clubs Committee, following the recommendation of the Clubs and Services Commissioner.
2. Funding applications may include requests for expenses already made, as well as expected future expenses, within the current recognition year.
3. Basic Funding may only be used for the following purposes:
  - 3.1. General administrative costs and operating expenses associated with managing a club, including;
    - 3.1.1. website costs, including hosting, and accessibility audits;
    - 3.1.2. administrative, service, and bank-processing fees;
    - 3.1.3. materials such as stationary, banners, tablecloths, and signs;
    - 3.1.4. health and safety costs, such as first aid kits and training expenses; and
  - 3.2. Other purposes which are from time to time deemed appropriate by the UOSU.
4. Applications for Basic Funding may be approved up to a maximum of five hundred dollars (\$500 CAD) per year.
5. Applications for basic Funding will be eligible to receive the full amount requested.
6. Funding is not guaranteed and is reliant upon a successful application. Clubs are encouraged to refer to CSG-004, Funding Terms & Conditions.

### **Application Criteria and Process**

7. The UOSU Clubs Committee shall meet at least once per month to consider new funding applications, with applications being considered on a rolling basis.
8. Clubs may submit multiple applications for Basic Funding each recognition year, as many times as needed until their maximum support amount is reached.
9. Each application for Basic Funding must include the following:
  - 9.1. A list of purchases for which the Club is requesting funds for:
    - 9.1.1. Name of product(s)
    - 9.1.2. Estimated price of each purchase
    - 9.1.3. Information regarding usage and storage of each purchase
  - 9.2. A budget which outlines, in detail, any and all incurred or anticipated revenues and expenses for the current recognition year;
    - 9.2.1. For expenses already incurred, legible and verifiable receipts must be included and itemized in the budget.
    - 9.2.2. For expenses not yet incurred, any and all supporting documentation must be

provided, such as invoices, quotes, and requests for proposal.

- 9.3. A statement of financial activities for the past recognition year which outlines all of the activities, revenues, and expenses made by the club in full;
  - 9.3.1. Statements of financial activities are encouraged to be submitted in a format which allows for direct comparison to the club's existing budget.
  - 9.3.2. Statements of financial activities must acknowledge any and all funding previously received by the club from the UOSU.
  - 9.3.3. Clubs shall be entitled to receive a budget template and assistance from the UOSU upon request to meet the above requirements.
- 9.4. After submitting an application, the club shall receive a receipt from the UOSU acknowledging that their application has been received. Once a decision has been reached by the Clubs Committee at its next meeting, the club will be notified.
  - 9.4.1. The Clubs Committee of the UOSU will approve or deny all applications in accordance with CSG-004, Funding Terms & Conditions.

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| <b>Mandatory Review Term: 3 years</b> |
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| <b>Next Mandatory Review: 08/28/2025</b> |
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| <b>Proposed by Committee</b> | <b>Adopted by Board</b> | <b>Notes</b>   |
|------------------------------|-------------------------|--|
| CLUBS - 08/18/2022           | 08/28/2022              | This policy was establish to introduce and create new possible funding streams that clubs can use. |

## **CSG-006 | Partnership Grant**

### **Purpose & General Criteria for All Grants**

1. The following grants shall be made available to recognized clubs during each given recognition year. All funds provided by the UOSU must be used in accordance with the terms and conditions agreed upon at the time a grant application is approved.
2. Grants shall be awarded to recognized clubs after the following conditions are met:
  - 2.1. The grant application has been approved by the UOSU after having met all the criteria required for the specified grant and has met all the requirements established in CSG-004, Funding Terms & Conditions
  - 2.2. The club has provided legitimate, legible, and verified receipts for all expenses already incurred;
  - 2.3. In the case that a club has not yet incurred expenses for which the grant is intended to pay for, the relevant signing authorities of a club have agreed to a contract which defines how these expenses will be incurred, and how remaining funds will be returned to the UOSU if gone unused;
  - 2.4. Applications seeking a pre-approval for future expenses must be submitted at least four (4) weeks prior to that expense needing to be incurred by the club, in order to ensure an approval is not rushed.
  - 2.5. The club has continued to meet its obligations under CSG-002, Partnership Criteria, and has agreed to any additional terms and conditions as determined by the UOSU in exchange for receiving the specified grant.
3. For each grant the level of accessibility and sustainability will be calculated based upon the Accessibility and Sustainability checklist.
4. Application for grants will receive 50% of the requested amount after the application has been approved and will receive the rest of the allocation pending submission of proof of expenses/receipts.
  - 4.1. All expenses must be submitted by May 1<sup>st</sup>
5. A club may apply to a grant or grants multiple times in a recognition year, so long as they have not exceeded any maximums or limitations as established by CSG-004, Funding Terms & Conditions or by the criteria of a grant itself.

### **Social, Athletic, and Academic Events Grant**

6. The Social, Athletic, and Academic Events (SAAE) Grant is intended to help clubs cover the expenses associated with hosting social, athletic, or academic events in the given recognition year. This grant provides funds for individual events organized by partner clubs that aim to

foster community and improve student life in any of these contexts.

- 6.1. A new application must be submitted each time a club wishes to receive funding for an event under the Events Grant.
- 6.2. Depending on the contents of an application, the Events Grant may cover up to 75% of the costs associated with organizing an event, up to \$3,000 CAD.
- 6.3. Applications must be submitted at least six (6) weeks prior to the event taking place in order to be considered by the Clubs Committee for pre-approved funding from the UOSU.
  - 6.3.1. While grants may be approved retroactively for expenses already incurred by a club, such applications are not encouraged due to the possibility that they may not be approved.
- 6.4. In order for an application to be successful, it must include the following, in addition to meeting the criteria defined in CSG-004(2) in addition to:
  - 6.4.1. Event name;
  - 6.4.2. A description of the event which includes all relevant information pertaining to its purpose, logistics, intended audience, and impact;
  - 6.4.3. Event Date;
  - 6.4.4. Target Audience;
  - 6.4.5. Bilingualism of the event;
  - 6.4.6. Description of the sustainability of the event;
  - 6.4.7. Description of the accessibility of the event;
  - 6.4.8. An event budget which includes each expense;

## Sustainability Initiatives Grant

7. The Sustainability Initiatives Grant is intended to assist clubs in their activities which aim to further sustainability goals across campus. This grant provides funding support for activities, activism, projects, and initiatives where the primary purpose is to advance sustainability at the University of Ottawa and the surrounding community.
  - 7.1. A new application must be submitted each time a club wishes to receive funding for an initiative under the Sustainability Initiatives Grant.
  - 7.2. Depending on the contents of an application, the Sustainability Initiatives Grant may cover up to 75% of the costs associated with organizing and executing an initiative, up to \$1,500 CAD.
  - 7.3. Applications must be submitted at least four (4) weeks prior to the beginning of an initiative in order to be considered by the Clubs Committee for pre-approved funding from the UOSU.
    - 7.3.1. While grants may be approved retroactively for expenses already incurred by a club, such applications are not encouraged due to the possibility that they may not be approved.
  - 7.4. In order for an application to be successful, it must include the following, in addition to meeting the criteria defined in CSG-004(2) in addition to:
    - 7.4.1. Event name;
    - 7.4.2. A description of the event which includes all relevant information pertaining to its purpose, logistics, intended audience, and impact;
    - 7.4.3. Event Date;
    - 7.4.4. Target Audience;

- 7.4.5. Bilingualism of the event;
- 7.4.6. Description of the sustainability of the event;
- 7.4.7. Description of the accessibility of the event;
- 7.4.8. An event budget which includes each expense;

## Conferences & Travel Grant

- 8. The Conferences & Travel Grant is intended to help clubs cover travel costs associated with getting club members and/or equipment to and from official events and conferences where they are representing the club in a professional context. This grant provides funding support for club representatives who would otherwise experience difficulty accessing funds in order to travel for official club business.
  - 8.1. A new application must be submitted each time a club wishes to receive support for travel expenses under the Conferences & Travel Grant.
  - 8.2. Depending on the contents of an application, the Conferences & Travel Grant may cover up to 50% of the costs associated with sending club representatives to an off-campus event or activity, up to \$1,000 CAD.
  - 8.3. Applications must be submitted at least four (4) weeks prior to an anticipated departure date in order to be considered by the Clubs Committee for pre-approved funding from the UOSU.
    - 8.3.1. While grants may be approved retroactively for expenses already incurred by a club, such applications are not encouraged due to the possibility that they may not be approved.
    - 8.3.2. Applications for the reimbursement of travel expenses will not be considered if submitted more than four (4) weeks after the date of departure.
  - 8.4. In order for an application to be successful, it must include the following, in addition to meeting the criteria defined in CSG-004(2) in addition to:
    - 8.4.1. Event name;
    - 8.4.2. A description of the event which includes all relevant information pertaining to its purpose, logistics, intended audience, and impact;
    - 8.4.3. Event Date;
    - 8.4.4. Target Audience;
    - 8.4.5. Bilingualism of the event;
    - 8.4.6. Description of the sustainability of the event;
    - 8.4.7. Description of the accessibility of the event;
    - 8.4.8. An event budget which includes each expense;

## Equity & Accessibility Initiatives Grant

- 9. The Equity & Accessibility Initiatives Grant is intended to help clubs cover costs associated with organizing initiatives and events which promote and advance the goals of equity, diversity, inclusion, and accessibility on campus.
  - 9.1. A new application must be submitted each time a club wishes to receive support for an event or initiative under the Equity & Accessibility Initiatives Grant.
  - 9.2. Depending on the contents of an application, the Equity & Accessibility Initiatives Grant may cover up to 75% of the costs associated with sending club representative to an off-campus event or activity, up to \$2,000 CAD.
  - 9.3. Applications must be submitted at least six (6) weeks prior to an event or initiative's start

date in order to be considered by the Clubs Committee for pre-approved funding from the UOSU.

9.3.1. While grants may be approved retroactively for expenses already incurred by a club, such applications are not encouraged due to the possibility that they may not be approved.

9.4. In order for an application to be successful, it must include the following, in addition to meeting the criteria defined in CSG-004(2) in addition to:

9.4.1. Event name;

9.4.2. A description of the event which includes all relevant information pertaining to its purpose, logistics, intended audience, and impact;

9.4.3. Event Date;

9.4.4. Target Audience;

9.4.5. Bilingualism of the event;

9.4.6. Description of the sustainability of the event;

9.4.7. Description of the accessibility of the event;

9.4.8. An event budget which includes each expense;

## Arts & Music Grant

10. The Arts & Music Grant is intended to assist clubs in their activities which aim to contribute to the University of Ottawa's vibrant artistic community. This grant provides funding support for events, initiatives, and projects which provide students the opportunity to express themselves in the visual or performing arts.

10.1. A new application must be submitted each time a club wishes to receive funding for an event, initiative, or project under the Arts & Music Grant.

10.2. Depending on the contents of an application, the Arts & Music Grant may cover up to 75% of the costs associated with organizing and executing an initiative, up to \$1,500 CAD.

10.3. Applications must be submitted at least six (6) weeks prior to the beginning of an event, initiative, or project in order to be considered by the Clubs Committee for pre-approved funding from the UOSU.

10.3.1. While grants may be approved retroactively for expenses already incurred by a club, such applications are not encouraged due to the possibility that they may not be approved.

10.4. In order for an application to be successful, it must include the following, in addition to meeting the criteria defined in CSG-004(2) in addition to:

10.4.1. Event name;

10.4.2. A description of the event which includes all relevant information pertaining to its purpose, logistics, intended audience, and impact;

10.4.3. Event Date;

10.4.4. Target Audience;

10.4.5. Bilingualism of the event;

10.4.6. Description of the sustainability of the event;

10.4.7. Description of the accessibility of the event;

10.4.8. An event budget which includes each expense;

## Mental Health Grant

11. The Mental Health Grant is intended to help clubs cover costs associated with organizing



initiatives and events which promote and advance the goals of equity, diversity, inclusion, and accessibility on campus.

- 11.1. A new application must be submitted each time a club wishes to receive support for an event or initiative under the Equity & Accessibility Initiatives Grant.
- 11.2. Depending on the contents of an application, the Equity & Accessibility Initiatives Grant may cover up to 75% of the costs associated with sending club representatives to an off-campus event or activity, up to \$2,000 CAD.
- 11.3. Applications must be submitted at least six (6) weeks prior to an event or initiative's start date in order to be considered by the Clubs Committee for pre-approved funding from the UOSU.
  - 11.3.1. While grants may be approved retroactively for expenses already incurred by a club, such applications are not encouraged due to the possibility that they may not be approved.
- 11.4. In order for an application to be successful, it must include the following, in addition to meeting the criteria defined in CSG-004(2) in addition to:
  - 11.4.1. Event name;
  - 11.4.2. A description of the event which includes all relevant information pertaining to its purpose, logistics, intended audience, and impact;
  - 11.4.3. Event Date;
  - 11.4.4. Target Audience;
  - 11.4.5. Bilingualism of the event;
  - 11.4.6. Description of the sustainability of the event;
  - 11.4.7. Description of the accessibility of the event;
  - 11.4.8. An event budget which includes each expense;

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| <b>Mandatory Review Term: 3 years</b>       |
| <b>Next Mandatory Review: 08/28/18/2025</b> |

| Proposed by Committee | Adopted by Board | Notes  |
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| CLUBS - 08/18/2022    | 08/28/2022       | This policy was created to establish the procedure and standard for the usage of the Clubs storage |

## CSG-007 | Club Storage

### Purpose & General Criteria for Storage

1. Storage will be allocated on a rolling basis by the UOSU Clubs Committee
  - 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.
    - 1.1.1. The applications may alter, instead of close, depending on how much storage space is available at the time,
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.
3. Before receiving access to storage, Clubs and Associations will be required to sign the Institutional Storage Space Agreement.
4. Clubs and Associations will be given the chance to apply to both T-Rex Storage 🦖 and/or Chicken Storage 🐔🐔.
  - 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.
  - 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.
  - 4.3. Each Club or Association must only apply once for each type of application per semester.
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.
  - 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. 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.
  - 6.1. Clubs or Associations must not store any items that are not placed inside the box.
  - 6.2. The box will be labelled with the Club or Association name at the time they pick it up.
    - 6.2.1. The label must not be removed while the Club or Association is occupying the space.
7. 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.
  - 7.1. Clubs or Associations must not store any items outside the specified portion of the storage room.
  - 7.2. Clubs or Associations will be notified of their specified portion of the storage room before they start using the storage room.
  - 7.3. All equipment in the T-Rex Storage 🦖 must be labelled with the Clubs or Associations name when stored.
    - 7.3.1. The label must not be removed while the Club or Association is occupying the space.
8. UOSU will conduct an inspection of the club's storage rooms at a minimum of once per week.

- 8.1. Random inspections, at any time, will be up to the discretion of UOSU.
- 8.2. Clubs or Associations will not be provided the dates and times of the inspections.
9. The list of items that will not be approved for storage are, but not limited to:
  - 9.1. Alcohol
  - 9.2. Any illegal substances
  - 9.3. Money
  - 9.4. Food and all perishable items
  - 9.5. Weapons
  - 9.6. Items with a strong odour
  - 9.7. Anything alive or dead

## Timelines and Deadlines

10. At the beginning of each semester all Clubs and Associations currently occupying the storage space must reapply to keep on using the storage space.
11. Removal from clubs storage may occur, at any time during the year, by the discretion of the UOSU Clubs Committee, if it is brought to the attention of the committee that a Club or Association has violated any section of the Clubs & Student Groups Policies.
  - 11.1. The Club or Association being removed will be given a date by which they must remove all their items from the storage space.
  - 11.2. 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.
12. Clubs and Associations must reapply on the following dates:
  - 12.1. September 10th for the Fall Semester
  - 12.2. January 10th for the Winter Semester, and
  - 12.3. May 1st for the Summer Semester
  - 12.4. The UOSU Clubs Committee may choose to alter any of the dates at least 14 business days in advance.
13. Failure to reapply on the specified dates will result in the Club or Association being removed from Clubs Storage.
  - 13.1. 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.

## Application Criteria and Process

14. All storage applications will be reviewed by the CVUO External Affairs Supervisor for preliminary approval.
15. The UOSU Clubs Committee shall meet at once per month to consider new applications, with applications being considered on a rolling basis.
16. Each application will ask for the following information:
  - 16.1. Club or Association information, such
    - 16.1.1. Club or association name,
    - 16.1.2. Club ID
    - 16.1.3. Club or association email,
    - 16.1.4. At least one signing officer and their contact information
  - 16.2. Selection of either T-Rex Storage 🦖, Chicken Storage 🐔🐔, or both.
  - 16.3. The current storage situation for the club or association and their items.
  - 16.4. The names of the specific items requested for storage.

- 16.5. The descriptions of the specific items requested for storage.
- 16.6. The importance of each of the items requested for storage to the club or association.
- 16.7. A commitment to maintain the storage rooms organized and clean.
- 16.8. A commitment to respect the privacy of the other clubs and association within those rooms.
- 16.9. A commitment to respect the confidentiality of the code for the storage room.
- 16.10. An option to submit a picture of the items requested for storage.
  - 16.10.1. A priority will be given to applications that include pictures.

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| <b>Mandatory Review Term: 3 years</b> |
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| <b>Next Mandatory Review: 08/28/18/2025</b> |
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| <b>Proposed by Committee</b> | <b>Adopted by Board</b> | <b>Notes</b>   |
|------------------------------|-------------------------|--|
| CLUBS - 08/18/2022           | 08/28/2022              | To establish a policy to enable clubs to post information on UOSU billboards |

## **CSG-008 | Club Postering**

### **Purpose & General Criteria**

- 1.1 All associations have access to put posters of a maximum size of 11"x17" up on any of the UOSU billboards in terminus after getting prior approval from CVUO.
- 1.2 Posters can be placed up to 8 business days prior to the event and must be taken down at most 2 business days after the event
- 1.3 Posters must include the following:
  - 1.3.1 Bilingual text
  - 1.3.2 A white border of 1.5"x3"
  - 1.3.3 The CVUO logo
- 1.4 All posters should be submitted to [postering@cvuo.ca](mailto:postering@cvuo.ca) and will be reviewed within a delay of 3 days

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| <b>Mandatory Review Term: 3 years</b> |
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| <b>Next Mandatory Review: 08/28/2025</b> |
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