

Waterloo Undergraduate Student Association (WUSA)

# WUSA Clubs Manual

*Everything you need to know to run and manage your WUSA Club*

[clubs.manager@wusa.ca](mailto:clubs.manager@wusa.ca)

(226) 243-8123

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## Introduction

Thank you for your interest in the WUSA Clubs system! WUSA supports approximately 300 clubs each year. Information contained in this manual will help both new and experienced executives operate your club in accordance to WUSA guidelines. It is strongly advised that this manual be reviewed at least once a term, especially during executive transition training.

On a termly basis there are approximately 175-225 active WUSA clubs, who combined:

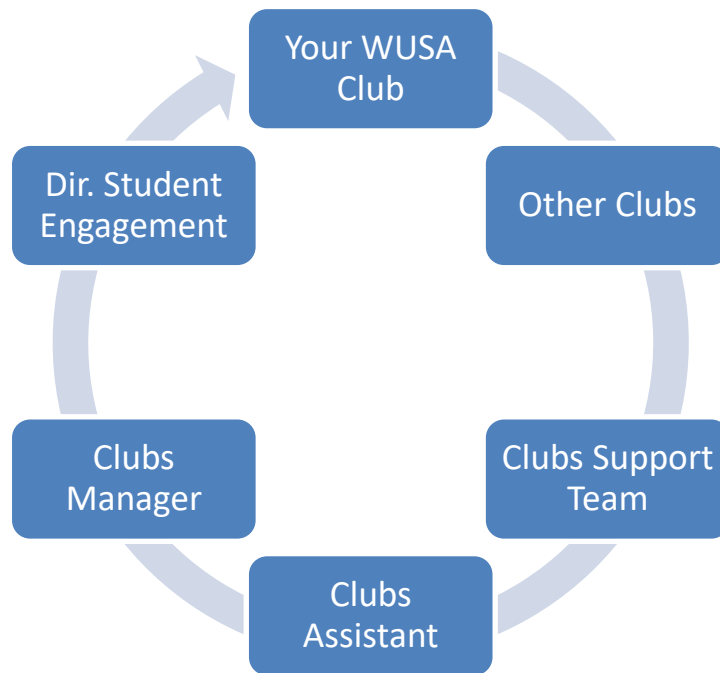
- Organize and facilitate over 2000 events
- Provide tens of thousands of extra-curricular hours to their members
- Create and maintain long-lasting social, academic, and professional relationships
- Overall provide a major aspect of student experience to thousands of students at the University of Waterloo, also involving staff, faculty, and members of the university community at large

As a recognized WUSA club, you will enjoy tons of benefits, including assistance with bookings, event management, free access to WUSA financial, IT, commercial services, and marketing resources. A few of the specific free benefits include:

- Termly funding (up to \$75 per term based on eligible spend)
- The ability to showcase your club to thousands of UW students each term during Clubs and Societies Days
- Club networking and training through the Presidents Meeting and Exec Training events
- Invite to the end of term WUSA Volunteer Appreciation event
- Access to the Clubs Community Center (SLC 2139) which houses both the Clubs Library and Lounge!
- Website and/or official club email hosting
- Room bookings around campus (i.e. classrooms, SLC Marketplace, Great Hall, Multi-Purpose Room, and Clubs Community Center)
- Rental of equipment for club business (i.e. A/V equipment, projectors, cash boxes, insulated beverage dispensers, tables, chairs, etc.)
- Free WUSA bank account including the ability to issue invoices and issue cheques
- Club storage space (conditions apply)
- Insurance coverage for approved events

## Organization – Clubs and WUSA

WUSA clubs have the benefit of relying on an entire system comprised of volunteers, part-time and full-time staff for support and guidance. WUSA clubs (not to be confused with faculty society clubs who are part of a faculty society) are primarily overseen by the Clubs Manager, as part of the WUSA Campus Life Department. WUSA clubs are assisted by the Clubs Assistant, student staff and the Clubs Support Team, a group of student volunteers located in the Clubs Community Center (SLC 2139) and managed by the Clubs Manager. Additionally, clubs are welcome to seek guidance from the Director of Student Engagement.



Everyone mentioned above acknowledges the ultimate goal of helping clubs prosper. Therefore, these individuals are dedicated to do everything within their power to ensure the continued success and growth of WUSA clubs through the clubs system.

## New Club Applications

If you see a need for a new club on campus, the process is easy to get started. We accept club applications throughout the term! The steps to starting a new club can be found here: <http://clubs.wusa.ca/startaclub> (you may have to log in on the top right corner to view this section of the site) Club applications consist of the following:

### 1) Applicant Information

This includes your club name, applicant name, and applicant email address.

### 2) Cover letter

Considered the introduction, this document outlines the intended action (i.e. new club application, constitution amendment, etc.). For new club applications, consider your cover letter to be your “elevator pitch”. This is a very brief explanation of your club’s purpose and how your club will benefit a part of student life at the University of Waterloo which it is currently lacking.

### 3) Constitution

This document, known elsewhere as a charter, outlines the fundamental aspects of your club’s organization and how your club will operate. Please see the club structure section for more information on constitutions and the appendix at the end of this document for a fillable constitution template.

### 4) Initial Membership List

In order to for a new club to be considered, the idea must already be championed by 15 students who will become the founding members if the club is approved.

Prior to submitting your club application, please:

1. Acquaint yourself with all the current clubs by attending Clubs and Societies Days in the SLC every second Thursday and Friday of each term. Also visit: [https://clubs.wusa.ca/club\\_listings](https://clubs.wusa.ca/club_listings)
2. Familiarize yourself with the clubs system by reviewing this document. Also visit: <http://wusa.ca/>.
3. Set up a meeting with and email a draft of your constitution to the Clubs Manager for initial review to further increase your chance of a favourable response.

Upon confirmation of an approved club, please:

1. Either request an official club email or input your externally created club email (i.e. gmail) through clubs.wusa.ca. to request an official club email and (if desired) web hosting.
2. Contact WUSA Marketing to request a Free logo design and (if desired) website graphics.
  - Clubs.wusa.ca > club memberships > club name > Requests > Marketing
3. Create a Facebook/Instagram/etc. page (if desired).
4. Submit a club listing request at club.wusa.ca.
  - Clubs.wusa.ca > club memberships > club name > Requests > Club Listing Update

5. You will get a club bank account code created for your club within a few weeks of being approved. If you have any questions about this, reach out to the Clubs Manager at [clubs.manager@wusa.ca](mailto:clubs.manager@wusa.ca).
6. Ensure that your club executives attend the Clubs Presidents/Executives Training each term. Dates for these trainings can be found here: [https://clubs.wusa.ca/important\\_dates](https://clubs.wusa.ca/important_dates)
7. Subscribe to the WUSA Clubs Mailing List: <https://mailinglist.wusa.ca/sympa/subscribe/clubs> to ensure you get our club updates!

## Club Structure

All clubs share a similar organizational framework as outlined below. Each club constitution must have the following:

### 1. Club Name

The club's name must clearly reflect the purpose of the club. All acronyms (if applicable) must be expanded in the official name. In the event that the official club name is too long for official use (i.e. for WUSA financial statements or club correspondence), an approved partial or entire acronym may be used. The name and acronym (if applicable) cannot be obscene or misleading.

### 2. Statement of Independence

The club must state clearly that it “is not an agent or representative of the Waterloo Undergraduate Student Association(WUSA), and that the club's views and actions in no way represent WUSA”.

### 3. Purpose

All approved WUSA clubs must clearly and concisely state the following:

- a. The intended purpose of the club
- b. The activities and events intended to achieve your club's purpose (i.e. meetings, educational seminars, fundraisers, social outings, overnight excursions, etc.)

Note: Clubs cannot coordinate nor facilitate activities or events which are not in the scope of their purpose.

The purpose must also be:

- a. Consistent with the values, mission, and mandate of both the University of Waterloo and WUSA
- b. Completely unique to the purpose of any other existing group on campus whose membership is open to University of Waterloo students

### 4. Membership

All approved active WUSA clubs require the following of their membership:

- a. Minimum 15 voting club members
- b. Fully inclusive membership, meaning that unless there is a specific violation of the club's stated purpose (of which the Clubs Manager would determine), membership is open and welcomed to current:
  - i. WUSA members, as outlined by the WUSA By-Laws
  - ii. University of Waterloo graduate students



- iii. Members of the university community at large (i.e. community members either involved in University of Waterloo campus activities or associated with the University of Waterloo)
- c. Only current University of Waterloo students (graduate or undergraduate) may hold voting membership within the club
- d. Staff, faculty, and the university community at large may hold non-voting membership within the club
- e. (If Applicable) University of Waterloo undergraduate students who are eligible to join the club but do not wish to pay the club membership fee at the time of joining may hold non-voting membership within the club
- f. At least 67% of club membership to be a current University of Waterloo students (graduate or undergraduate)
- g. New membership is welcome at any time during a club's active term

## 5. Membership Fees

WUSA clubs may charge a small non-refundable membership fee as a token of commitment by the membership. Membership fees are not mandatory for clubs, nor are they intended as a significant revenue generating mechanism for the club. It must be clearly stated that either membership fees are charged or membership is free. If membership fees are charged, then the following must also be clearly stated:

- a. The membership fee amount (generally \$2-\$7)
- b. The procedure for membership fee collection
- c. A statement outlining what club business the membership fee revenues collected will be generally used for

Note: Only current University of Waterloo undergraduate students who, at the time of joining, are able to opt out of paying the club membership fee. However, those individuals will have non-voting membership in the club and will not have access to any benefits of voting member status. Said students may become voting members at any time by paying the club membership fee.

## 6. Executive Structure

Executives are necessary to ensure the continued successful operation of the club in accordance to its constitution as well as the policies and procedures of WUSA and the University of Waterloo. All approved clubs require the following of their executive structure:

- a. The majority of executives must be a current University of Waterloo undergraduate students
- b. The club president must be a current University of Waterloo undergraduate student
- c. All club executives must be elected, not hired or appointed
- d. All major club decisions must be decided by executive vote, not by the sole decision of a single executive or general member
- e. Exactly three (3) executives will be signing authorities for the club, all whom must be current University of Waterloo undergraduate students
- f. The term of office for executive members should be defined as one academic term, unless

special conditions deem one academic term not ideal (for which the Clubs Manager will determine)

There are three essential positions that all clubs have in some form or title:

1. The **President**, who ensures the club operates in accordance to the club's purpose and strategic mission
2. The **Secretary**, who is responsible for the administrative tasks of the club's operations
3. The **Treasurer**, who oversees the club's finances and ensures all club transactions go into and out of the WUSA bank account

These positions are typically the three signing authorities as named in the constitution. Signing authorities approve all events as well as financial agreements and transactions, as per the direction of the club's executive voting decision.

#### **7. (Optional) Support Structure**

Clubs may create additional executive positions whose duties would relate to carrying out the specific purpose of the club, but occasionally the creation of "executive support" positions or committees may be a better option. These supporting roles or committees do not have an executive vote. Their purpose is to assist in achieving an executive's specified duty or an overall club purpose.

For example, an "End of Term Committee" could assist in organizing a major event, or a "Communications Coordinator" could assist the Secretary in managing the club email, Facebook, etc.. Another example of this would be the creation of an advisory position which may be helpful in academic or business purposed clubs, though such an advisory position may require Clubs Manager approval.

#### **8. Meetings**

The frequency of club meetings for both all voting members as well as for the executive members should be clearly stated, together with the following details:

- a. The primary method of informing members about meeting dates and times should be via email though secondary methods could be listed as well (i.e. Facebook, phone, etc.)
- b. Quorum (i.e. the minimum number of members required in attendance in order for business to be conducted), should be:
  - i. At least 50% +1 for executive meetings
  - ii. Either 15 voting members or 20% of total voting membership (whichever is more) for general club meetings
- b. The process for calling emergency meetings and who can call emergency meetings

#### **9. Election Process**

A completely fair and democratic process for club executive position elections must be clearly stated, requiring:

- a. A nomination process for executive positions
- b. The vote to be open to all voting members
- c. Quorum for general meetings must be reached

- d. The percentage of the vote required to win the elected position (i.e. majority, 2/3, etc.)
- e. A procedure to determine the winner in the event of a tie
- f. A minimum of one election per term of office for the next term
- g. The election process to be completed with adequate time for transitional executive training

#### **10. Disciplinary and Impeachment Procedure**

Any disciplinary action against a club executive including probation, suspension, or their complete removal from their position (i.e. impeachment) requires:

- a. A clearly defined process which is completely fair and democratic
- b. The vote required for impeachment (majority, 2/3, etc.)
- c. The clubs manager must be contacted any time a motion for impeachment has been made within the club.

In extreme cases, the same process can be used to petition the club to strip a voting or non-voting member of their member status.

#### **11. Constitution Amendments**

The process for amending the constitution must be clearly stated, with the type of vote required (majority, 2/3, etc.) for amending the constitution. All amendments to existing constitutions must be submitted to the clubs manager and are subject to final Clubs Manager approval before taking effect. Similarly, an amendment to disband the club can also be proposed.

#### **12. Affiliations**

There are two types of affiliations: external and internal. External affiliations occur when the club wants to officially acknowledge an agreement between the club and an organization outside of WUSA and the University of Waterloo. Internal affiliations occur when the club wants to officially acknowledge an agreement between either:

1. The club and an organization inside WUSA or the University of Waterloo; or
2. The club and an "affiliate club" within the club itself.

For external affiliations, the nature of this relationship must be clearly defined, and specifically includes the following:

- a. The club may end the external affiliation at any time, with notice to the Clubs Manager
- b. The Clubs Manager, not the external organization, is the final authority on all club business
- c. The Clubs Manager is not responsible for ensuring the club abides by any additional stipulations between the club and the external organization as a condition of the affiliation, rather that task is left at the club level to manage
- d. Other than the authority to end the affiliation, the external organization has no authority over the club whatsoever

Internal affiliations of the first type can follow the same structure as the external affiliations. Depending on the need, creating internal affiliations of the second type may be warranted. These "affiliate" or "child" clubs would still ultimately be associated with the "main" or "parent" club and utilize the same executives and signing authorities. However, the affiliate clubs would work to achieve a more specifically defined portion of the main club's purpose. It may also be a possibility that an affiliate-club is created

in lieu of proposing a new separate club because this newly proposed club either:

1. Violates the basic criteria (i.e. purpose overlap)

For Example: The UW A Cappella Club is a social club dedicated to a cappella singing. UW A Cappella Club has multiple affiliate-clubs, who all carry out the main club's purpose of a cappella singing in their own unique way. However, these affiliate-clubs would not be eligible for official club status as they share a similar overall purpose.

or,

2. Would otherwise struggle more being an independent club as opposed to being affiliated with a main club (i.e. larger membership base creates a higher possibility for event success and finding operations expertise, as well as the higher probability of reaching a larger target base and raising awareness, etc.).

For Example: The creation of a hypothetical "Facial Hair Club" whose purpose is to explore facial hair, as opposed to the creation of a "Beard" club which has a narrower focus.

It is important to note that we promotes the creation of broader, greater-encompassing clubs over smaller "specific-focused" clubs as the broader clubs have a higher probability of success and longevity while still having the capability of acknowledging the more specific-focused components through this affiliate-club organization structure. Specifically, broader clubs can reach more people leading to higher event attendance and recruitment, while also providing a larger pool of personnel options for a wider range of skill sets needed for organization or operational demands (i.e. executives, or event volunteers).

## Administration

Clubs have some administrative obligations in order to operate. These include keeping up to date with club correspondence, submitting forms, attending mandatory termly meetings with the Clubs Manager, and coordinating all club deposits or payments through WUSA Accounting. All club forms can be found by logging into [clubs.wusa.ca](https://clubs.wusa.ca), clicking your club name and navigating to forms.

## Clubs.wusa.ca

This is the central database for club activity, including: new club applications, club tracking, and checking your club's financial statements.

## Logging In

- 1) <https://clubs.wusa.ca>
- 2) Use your UW email credentials

## Checking Club Balances

Club signing authorities have the ability to check their club(s)'s financial statements.

- 1) Log In
- 2) Select their club under "My Club Memberships"
- 3) Select "Finances"

## Term Acknowledgement Forms

Term Acknowledgement Forms must be filled out by the outgoing (or previous active term's) execs.

- 1) Log In
- 2) Select their club under "My Club Memberships"
- 3) Select "Submit Signing Authority Form for [Term] [Year]"
- 4) Input your 15 members' WatIAMs and Student Numbers
- 5) The three new signing authorities will need to log in and verify they are a signing authority to be considered active

Don't see your club in the Database?

- Email [clubs.support@wusa.ca](mailto:clubs.support@wusa.ca) or [clubs.assistant@wusa.ca](mailto:clubs.assistant@wusa.ca) to confirm if you are in the database
- If you are in, please contact the previous active signing authorities to input the information for you
  - If the previous active signing authorities are not responsive, email your acknowledgement form info to [clubs.assistant@wusa.ca](mailto:clubs.assistant@wusa.ca)

## Clubs Mailing List, Facebook and Instagram

Important information is regularly sent to clubs and club executives via the [clubs@mailinglist.wusa.ca](mailto:clubs@mailinglist.wusa.ca) mailing list. Please ensure all club stakeholders (i.e. main club email, executives, etc.) are on this mailing list and that this email is safe from their respective spam filters. Clubs cannot use this mailing list to email other clubs. To subscribe or unsubscribe to the mailing list, visit: <https://mailinglist.wusa.ca/>.

WUSA clubs also have a Facebook page: [www.facebook.com/wusa.clubs](http://www.facebook.com/wusa.clubs), and Instagram Page: [www.instagram.com/wusaclubs/](http://www.instagram.com/wusaclubs/) which are updated regularly with important club information including deadlines and upcoming events. The Clubs Manager and Clubs Support Team manages this account to keep students informed on current happenings. The Clubs Manager and the Clubs Support Team manages this page where you can ask questions or relay information between clubs. If you wish to have one of our pages share your clubs' content or events, simply send us a message and we would be happy to!

## Active Clubs

An active term for a club is considered to be from the first day of classes to the last day of classes of an academic term, as defined by the Registrar's Office. The Clubs Manager must approve any activity held outside this period, through club submission of an event form. In order for a previously approved club to be considered active for a new term, clubs must:

1. Have at least one club executive member attend a Club President/Executives Training, held during multiple dates at the beginning of term (dates can be found here <https://wusa.ca/clubs/clubs-important-dates>)
2. Complete and submit a Term Acknowledgement and Signing Authority form before the deadline as posted on the important dates page.
3. Hold at least one approved event geared towards fulfilment of the club purpose (other than executive meetings, or general meetings) during the academic term

Note: Though this will not be checked until the end of term, failure to hold such an event will consider the club "inactive" for said term. This is only significant when considering the club applicable for being purged from the clubs system.

## Inactive Clubs

Clubs are able to be inactive (either by choice or by Clubs Manager ruling), meaning the club is still approved, though the club is not officially operating for the term. During inactive terms, the club is unable to conduct any official business (meetings, events, activities, etc.).

Since general inquiries may be sent to the club's official email during its period of inactivity, it is perfectly acceptable (in fact strongly encouraged) for former executives or support staff who still have email access to respond to all inquiries on behalf of the club mandate, to the best of their ability.

If a club is still inactive by the third consecutive term, then the club may be purged from the clubs system. The most recent club contact will be notified via email, warning that the club will be purged unless the club becomes active. Once purged, those interested in reactivating a purged club need to re-apply for club status through the Clubs Manager (<http://www.clubs.wusa.ca>) though approval is not guaranteed. Once a club is purged, the club's bank account is closed and the account's revenues are lost.

Example: A club was last active Fall 2019. If the club fails to activate during the stated deadlines for Fall 2020 term, then the club is purged from the clubs system.

## Club Mail

All club mail should be mailed to the following address:

University of Waterloo, Waterloo Undergraduate Student Association  
[Club Name]  
200 University Avenue West  
Waterloo, ON  
N2L 3G1

All club mail can be picked up from a Clubs Support Team member at the Clubs Community Center during office hours. All mail is opened and any cheques or invoices are taken and given to Accounting. WUSA is not responsible for mail left uncollected. Mail older than 2 terms will be disposed of accordingly. Mail that isn't specifically addressed to WUSA will not reach the club. If your club is expecting a package, please inform the Clubs Support Team. If your club is expecting a sponsorship cheque in the mail, please inform the WUSA Clubs Manager.

Note: Clubs should not be mailing club items to personal addresses.

## Club Executive Training Sessions

### Club Presidents'/Exec Training Session (Mandatory)

The Club Presidents'/Exec Training Sessions take place at the beginning of every term, typically held within the first four weeks of classes each term. The Clubs Manager will set multiple dates for all new and existing club President/Executives Training. These trainings are usually approximately one hour in length, covers club operations and procedures for new and existing executives.

Club executive attendance to one of the club presidents'/exec meetings is mandatory as a condition of active club status. Though not required, it is strongly recommended for the club president to attend, even if club executive attends. A club executive may represent multiple clubs at this meeting, granted they are an executive member of all said club(s). Dates and times will be posted on the WUSA Club Important Dates ([https://clubs.wusa.ca/important\\_dates](https://clubs.wusa.ca/important_dates)).

## Forms

Clubs will submit numerous forms during an active term, each form with its specific purpose. All club forms can be found in [clubs.wusa.ca](https://clubs.wusa.ca) (after having logged in and navigated to your club).

### Term Acknowledgement and Signing Authority Form

This form is the most important form, submitted every academic term by active status clubs, confirming:

1. The three signing authorities (no more, no fewer) and their respective contact emails
2. The clubs' main contact email
3. The minimum 15 membership requirement

Due: The second Friday of the term after the Friday portion of Clubs and Societies Days ends

Via: The Clubs Administration site online. (<http://www.clubs.wusa.ca>) Reach out to [clubs.support@wusa.ca](mailto:clubs.support@wusa.ca) if you have any problems with accessing the database.

### Locker Request Form

We are currently re-vamping our Clubs Locker System and updates will be sent through the Clubs Mailing List. Typically, clubs may request a clubs locker for the next term by submitting the locker request form, though not guaranteed.

Due: Typically the second Friday of the term after the Friday portion of Clubs and Societies Days ends

### Key List Form

Some clubs may require certain members to be permitted special access to secured locations (i.e. clubs locker or rooms within the SLC). The members listed on this form are to be entrusted to use this access absolutely for their personal access while present. Specifically with clubs lockers, combinations are not to be shared with anyone.

Due: The second Friday of the term after the Friday portion of Clubs and Societies Days ends

Via: Email to [clubs.manager@wusa.ca](mailto:clubs.manager@wusa.ca)

## Clubs Event Form

An event form must be submitted and approved for all club business during the term (meetings, activities, events, etc.), regardless of: location (i.e. on or off campus), how large or small the scale of the event is, and whether the club is hosting or just attending. Clubs are recommended to submit the event form for events occurring at the beginning of a term during the end of the previous term. See the Club Events section for more information.

Due: (Varies): Submit min three business days ahead or earlier, depending on complexity of event

Via: <https://clubs.wusa.ca> (login > club memberships > your club > forms)

## Food Vendor Form

This form is to comply with the Region of Waterloo Health Department.

### Food Vendor Forms Not Required When:

- Sale or distribution of non-perishable food or prepackaged items only (cookies, cake, muffins, Krispy Kreme donuts, coffee, tea, popcorn)
- A club meeting where there is food served
- A departmental or club member only pot luck
- A catered event or meeting with food intended for immediate consumption (ie. Food Services or an inspected facility)
- A charity food sale with food purchased from inspected facility (eg. Pizza sale with pizza supplied from Campus Pizza, Krispy Kreme donut sale)

Note: Where forms are submitted under the above circumstances, ROWPH will not reply regarding any approvals.

### Food Vendor Forms Required When:

- Food preparation is occurring on site of event (ie. Night Market)
- Hot or cold holding AND service of hazardous foods
- BBQ's on campus where only precooked burgers and/or precooked hot dogs are served

For more information on properly serving food at events on-campus, please explore Health Services' webpages on Food Safety:

<https://uwaterloo.ca/occupational-health/food-safety>

Due: At least two weeks before event date

Steps:

1. Online submission of either a Club Event form; then
2. <https://forms.regionofwaterloo.ca/Public-Health/Special-Event-Form-for-Food-Vendors>; then
3. Event Calendar Form



## BBQ Event Form

Clubs may request the WUSA BBQ for on-campus BBQs.

Due: Minimum two weeks before BBQ date

Steps:

1. Online submission of either a Club Event form; then
2. BBQ Booking Form found on [clubs.wusa.ca](http://clubs.wusa.ca)

## Audio-Visual Equipment Form

Clubs may request the use of some AV equipment for little or no cost through submitting an AV request form.

Due: Minimum three business days.

Steps:

1. Submission and approval of a Clubs Event form; then
2. AV Request form found on [clubs.wusa.ca](http://clubs.wusa.ca)
3. Approved forms will be forwarded to our staff for confirmation.

## Cheque Request Form

Clubs cannot pay for expenses using club funds directly. All club money must be deposited into the WUSA Drop Box immediately following an event (as per the cash handling policy below). Clubs can only access their club funds indirectly through filling out a cheque request form. Then WUSA Accounting can issue a cheque which can be mailed or picked up from WUSA Reception. Please allow approximately one week for processing. More information on cheque requests can be found in the Policies section.

Due: Following the conclusion of your event, as soon as reasonably possible

Via: The Club Manager's mailbox located in the WUSA main office or by email [clubs.manager@wusa.ca](mailto:clubs.manager@wusa.ca)

## Ticketing

If there is an admission price to a club event, clubs must have a ticketing system in place to regulate the cash flow and reconciled by. Tickets must be administered through an online ticketing account managed by WUSA ([wusa.ca](http://wusa.ca)).

Due: Approximately 1-2 weeks before your intended date to start selling tickets.

Steps:

1. Submission and approval of a Clubs Event form; then
2. Email [clubs.manager@wusa.ca](mailto:clubs.manager@wusa.ca) to set up online tickets

## International News Cambro Rental Form

Clubs may rent up to two Cambro insulated liquid dispensers from INews free of charge through submission of an INews Cambro Rental form with at least 48 business hours' notice. Please read the INews Cambro Rental form for more information.

Due: At least two business days before the event and units are returned immediately following the event

Steps:

1. Submission and approval of a Clubs Event form; then
2. <https://uwaterloo.ca/feds/clubs/clubs-important-forms/inews-equipment-rental-contract>; then

## External Goods and Services Contract Template

Clubs may hire external vendors for goods or services for club events or activities. Unless the vendor can submit an official invoice which is traceable up to seven years and contains the correct information, then clubs will need to draw up a written contract with all the terms of the arrangement clearly listed. This template can be modified for any specific good or service that

the club is purchasing.

Due: Treated as a cheque request and is subject to cheque request timing. Please allow one week to process contracts.

Steps:

1. Email completed contract details to Clubs Manager for approval; then
2. Two club signing authorities and the vendor sign two copies of the contract; then
3. Submit for cheque processing to pay vendor.

## Clubs Spaces

Clubs have access to specific space intended solely for club business. Like any booked space around campus, club spaces should be left in the same condition the room was found in, if not better. Failure to do so may result in loss of club usage privileges and/or further disciplinary action against the club and/or individual offenders. If clubs space is initially found in a poor state (i.e. furniture knocked over, garbage or mess on the floor or furniture, vandalism, etc.), Turnkey staff or SLC Operations Management as well as the Clubs Manager need to be informed immediately.

Specifically, clubs must clean up any mess or spills as well as remove any clutter or garbage which doesn't belong in the room. If clubs treat everything with respect, then rooms and materials can be enjoyed for the betterment of all clubs as a whole instead of having to be taken away.

## Clubs Community Center

The Clubs Community Center, located in SLC 2139, contains the Clubs Lounge and the Clubs Library. Both the Clubs Library and Clubs Lounge will be open from 10am-3pm Monday to Friday for reading Clubs Library materials, working on club business, or seeking assistance from the Clubs Support Team. The Clubs Lounge is available for booking through a Club Event form from 12am-3am, 7am-9am, and 4pm-11:59pm Monday to Friday, as well as 12am-3am and 7am-11:59pm Saturday and Sunday. Club Information Sessions such as the Executive Training Seminars will be held in the Clubs Community Center. For more information, please see the Clubs Community Center Purpose and General Usage Policy.

## Clubs Lockers

The club lockers are located in SLC 2109 and SLC 3101. Lockers are in very high demand but availability is extremely limited. Locker space is assigned by the Clubs Manager and is strictly controlled by the Clubs Manager and Clubs Support Team. The Clubs Manager and Clubs Support Team have access to all lockers at all times. As previously stated, clubs requesting a locker must submit a Locker Request form (found on [clubs.wusa.ca](http://clubs.wusa.ca)). Lockers are often full and used frequently, therefore only a few (or sometimes none) become available each term.

There are six different types of lockers:

1. Half-size gym lockers (34" x 11" x 18")
2. Full-size gym lockers (64" x 11" x 18")
3. Grey cabinet lockers (28.75" x 22" x 15")
4. Black cabinet lockers (38" x 35" x 18")
5. Standard cage lockers (36" x 36" x 36")
6. Large cage lockers (72" x 36" x 36")

Clubs who do not have a locker as well as clubs who have one are all free to store their club tri-fold display board in the communal tri-fold display area, which located in SLC 3101 (you can get access by requesting the key at the Turnkey Desk). For all other

approved locker storage:

1. All club items must be neatly stored within the confines of their assigned locker in closable storage containers
2. Items stored outside the confines of the lockers (i.e. on top of lockers, on the floor, or elsewhere in the locker room area) is strictly prohibited and will be discarded without notice
3. Absolutely NO food, NO beverages/liquids, NO combustibles, NO personal items of any kind are permitted in the lockers or locker room area
4. A Key List form must be submitted to the Clubs Manager for approval outlining absolutely everyone who is given access to the club's locker.

Note: Distribution of the combination to more than four members is strongly ill-advised, though is at the discretion of the individual club.

5. Money and other small valuables stored in club lockers is strictly prohibited
6. Only locks issued (or approved) by the Clubs Manager are permitted on locker

Note: The club may, on their own accord, provide their own lock for their assigned club locker. Said clubs MUST provide the Clubs Manager with a spare key or the lock combination. If the lock must be cut for any reason, the club will not be reimbursed for a new lock. However, a lock can be issued to the club in lieu of purchasing a new lock.

Two clubs may, if by mutual agreement between the respective club executives, submit a "shared locker" request, given both clubs understand and agree to:

1. Assuming the increased liability associated with another club having access to their club's property, namely: misappropriation of club property, damage to said property, theft, etc.
2. Assuming shared responsibility of the locker, its upkeep, and ensuring its appropriate use
3. Possible forfeiture of locker privileges by both parties regardless of which club was ultimately responsible
4. Maintaining distribution of the locker combination to only those named on the approved Key List

Unauthorized items and/or items found in unauthorized areas will be discarded without notice. Any locker that is not in use or has been misused will be reassigned. If your club locker privileges have been removed, lockers must be emptied within one week. If the club fails to move out in time, club belongings will be moved (at own risk of loss or damage). Belongings can be obtained by emailing [clubs.manager@wusa.ca](mailto:clubs.manager@wusa.ca). If the club fails to retrieve their belongings after three weeks, the items will be discarded.

## Finances and Funding

One of the fundamental conditions allowing clubs to operate under WUSA is using only the WUSA bank account for all financial transactions.

Operating as a WUSA club is a privilege, which can be revoked if clubs do not follow policies and procedures. Of Clubs who get into trouble, most are from the finance side of operations. It is the duty of each club's executive officers to familiarize themselves with these procedures to ensure smooth operation of club finances, as well as to ensure that their club executes financial obligations in a timely manner.

### Using The WUSA Clubs Bank Account

WUSA Accounting will provide all clubs a WUSA bank account free of charge. Though clubs do not have direct access to this account, clubs are able to make deposits, have cheques issued to people or businesses, as well as using WUSA Accounts Receivable for invoicing.

All club financial transactions MUST be through their WUSA club account. This means, all money gets deposited into the club account and then paid out, via a cheque to either a club member for buying approved club expenses or to a business who sent an official company invoice. Expenses and charitable donations must also be withdrawn from the club account via a cheque request and not from cash on hand. Any sponsors or sponsorship requests must be approved by the Clubs Manager. Donations must be made to a registered Canadian charity with a charitable number.

The statement, "I took \$50 in club donations and just used that cash to pay the bill instead of depositing the money just to pay the bill anyway," sounds logical yes. However, paperwork isn't in existence for the pure enjoyment of the Clubs Manager. Rather, it is the club's "paper trail" which ensures clubs are actually spending money on what they should be spending on. Reasons why going through the WUSA account is vital are:

1. WUSA clubs, are part of the Waterloo Undergraduate Student Association which is an incorporated organization who gets audited every year. In order for WUSA to pass the audit, standard accounting practices must be followed.
2. The mismanagement of club funds could ultimately lead to the club's demise, whether through disciplinary action or simply from not having enough money keep the momentum going.

Clubs cannot spend money they do not have. Clubs cannot operate a deficit.

### Club Account Balances and Transaction Statements

Not only do clubs have the right to view their respective bank account statements, it is in fact strongly encouraged that club treasurers check their account regularly. Clubs execs can check their bank account:

1. <https://clubs.wusa.ca/>
2. Select their club under "My Club Memberships"
3. Select "Finances"

## Club Spending Reimbursements

WUSA will automatically reimburse every active club up to \$75.00 per term, dollar for dollar, based on the club's approved spending for that academic term. Termly reimbursements cannot be "banked" or combined for larger expenses. The reimbursement will be deposited into the club account at the beginning of the next academic term. In order to guarantee that your club receives up to the full reimbursement amount each term, ensure all cheque requests are approved and processed before the beginning of the next term.

It is very important for clubs to ensure that their accounts accurately reflect spending for the term or the club may not receive an accurate settlement.

## Additional Funding

There are other options to generate club funds, such as:

1. Applying for Student Life or Faculty-specific endowment funds (granted your funding request meets the fund criteria)
2. Conducting revenue generating operations that are within the scope of your club's purpose (i.e. bake sales, BBQs, special events, etc.)
3. Obtaining sponsorships (see corporate sponsorships section below)
4. WUSA Enterprise, Opportunity, and Innovation Fund (<https://wusa.ca/funding>)

## Cheque Requests

To receive a reimbursement cheque, you must fill out a Cheque Request Form (All forms can be found on [clubs.wusa.ca](https://clubs.wusa.ca)). Cheques must first be reviewed by the Clubs Manager before being sent to Accounting for processing. Please allow for approximately 2 weeks for processing. Cheques can be mailed out if a valid mailing address is provided. If the cheque is to be picked up by another person, the person's name and student number must be listed on the cheque request. Valid government ID or Watcard is required to pick up the cheque from the Turnkey Desk in the Student Life Centre.

Cheque requests must be legible, filled out in pen and have all of the following information or they will not be processed:

- 2 signing officer signatures matching the most recent term's Term Acknowledgement and Signing Authority form.
- ORIGINAL itemized receipt or invoice containing: business information (name, address, phone number), tax/HST number, clear description of items purchased, breakdown of tax amount included in purchase.
- ORIGINAL Proof of purchase showing the expense was paid via a bank or credit card company (i.e. credit/debit card receipt, bank statement with bank account information censored, etc.). Note: most retailers have the proof of payment at the bottom of the itemized receipt.
- Full name of payee. Note: if the cheque is made payable to one of the three signing authorities, the other two signing authorities must be authorize the cheque request
- Purpose of cheque under the description
- Club's full name - no acronyms!

WUSA does not reimburse alcohol, cannabis or any alcohol/cannabis related purchases. In some circumstances WUSA may request additional information for verification of club purchases.

If your reimbursement includes the purchase of a gift card, you must include the full name, email, phone number and address of the gift card recipient(s).

### **Company Invoices**

Clubs may hire external vendors for goods or services for club events or activities. These vendors can either submit an External Goods and Services Contract, or if they are a registered business with an HST number, submit an official invoice which contains the following:

- 1) The club name is mentioned somewhere on the invoice
- 2) A unique invoice number, which is traceable for at least 7 years
- 3) The company's name, address, phone number, and HST number
- 4) A breakdown of the item quantity, description, and price
- 5) The tax amount is separate and clearly stated

Contact the Clubs Manager before the goods or services are rendered if there are any questions.

To have a cheque made out to a company to pay an invoice, follow the above cheque request steps. Also ensure to include your club's name and whether the cheque should be mailed to the company or left at the Turnkey Desk for pickup. Provide an address if it is to be mailed and highlight to whom it should be made payable to.

### **Company Sponsorships**

Companies sponsor clubs for various reasons. Some will sponsor clubs unconditionally, meaning the company wants nothing in return (essentially a donation). Some companies will have sponsorship conditions (i.e. branding and image awareness). The Clubs Manager must approve all company sponsorship agreements to ensure there is no breach of WUSA or university policy, so clubs are not being used (intentionally or unintentionally) by companies.

Sponsorship cheques from companies should be made payable to "WUSA [Club Name]". The Clubs Manager must be informed a cheque is coming. Email [clubs.manager@wusa.ca](mailto:clubs.manager@wusa.ca) the name of your club, the company sending the cheque, when the cheque is expected to arrive, and the cheque amount.

For information regarding collecting payment from a sponsor, please email [clubs.manager@wusa.ca](mailto:clubs.manager@wusa.ca)

### **Clubs Cash Handling**

Clubs have the privilege of conducting revenue generating events and/or activities as part of the club's intended purpose, if applicable. Similar to how there is a "chain of custody" in the legal realm, a similar traceable record must be established and upheld by all clubs to track club funds and/or event tickets in the possession of their members, and to ensure that said funds and/or tickets are promptly deposited as frequently as possible.

## Depositing Money

WUSA Accounting has a drop safe (more commonly referred to as the "Drop Box") located beside Turnkey in the Great Hall of the Student Life Center. Deposits can be made at all times; 24 hours a day, 7 days a week, 365 days a year. All revenues collected by WUSA clubs are to be deposited with Accounting through the Drop Box immediately following the conclusion of the event.

Specifically, club members are not to be in possession of club funds overnight nor leave the funds unattended and/or unsecured. Club funds should never be left in the clubs lockers. The procedure for deposits is as follows:

1. The revenues collected by the club are counted in the presence of at least two representatives of stature within the Club (i.e. signing authority, executive, support staff, senior member, etc.)
2. A deposit envelope is filled out with the following information:
  - a. Club name in full (no abbreviations)
  - b. Club account number
  - c. Source of revenues (event ticket sales, membership fees, bake sale, donations, etc.),

Note: Only one (1) source of revenues should be deposited in an envelope. Multiple sources (i.e. cashbox float and ticket sales) should be deposited in separate envelopes.

- d. Date deposited
  - e. A breakdown of the type of revenues being deposited (i.e. amount of each denomination, cheques, etc.)
  - f. Total number of unsold tickets included (if applicable)
  - g. The name of the primary depositor
  - h. The main club email (the email of the primary depositor is can be added as well if desired)
3. The revenue amount and unsold tickets (if applicable) are securely sealed in the envelope
4. The envelope is signed by the two club representatives acknowledging agreement that the deposit contents have been counted and included in the deposit envelope
5. The envelope MUST be deposited into the WUSA drop safe (located in the Student Life Center beside Turnkey in the Great Hall) within either:
  - a. 30 minutes following the conclusion of the event held on UW Main Campus; or
  - b. 2 hours following the conclusion of the event held off UW Main Campus.

Note: The drop box is under 24 hour video surveillance for both safety reasons and to also confirm the time of deposit.

6. The deposit is then collected from the drop safe by two WUSA employees typically next business day

Note: Deposits are never to be collected from the drop safe by one person.

7. The amount deposited is verified by Accounting within two business days

Note: In the event of a discrepancy between the amount indicated by the Club and the amount confirmed by WUSA Accounting, the amount indicated by Accounting will be used. Accounting will inform both the Clubs Manager and the club (via the

email(s) provided on the deposit slip) about any discrepancy as well as the discrepancy amount.

8. Accounting deposits the amount into the listed WUSA club account

### **Discrepancy Claim Procedure:**

If a club feels an investigation into a deposit discrepancy is warranted, and the disputed amount exceeds \$10.00, they are to inform the Accounting Manager (cc WUSA Clubs Manager) in writing, requesting an internal investigation. The Accounting Manager will take appropriate action. The Accounting Manager may decline if deemed necessary upon approval of the Clubs Manager.

All WUSA clubs who are involved in cash handling must follow procedure. Violation of the Cash Handling procedure may result in the club:

1. Loss of cash handling privileges,
2. Loss of the deposit amount without reimbursement,
3. Club's dismissal from post (at discretion of WUSA Club direct report),
4. Probation or disbandment of the Club, and/or
5. Possible police intervention.

### **Club Events**

Having activities throughout the term is one of the most rewarding and enriching aspects about WUSA clubs. Events can facilitate mobilizing new interest in clubs, build strong social bonds amongst club members, as well as enhancing the diversity and community of the University of Waterloo.

Events can range from regular club meetings, sponsoring guest lecturers, fundraisers, and even large social gatherings depending on the interests and resources of each club. Events can be held on or off campus. If your club has an idea for an event, but needs help in developing the idea, consult the Clubs Manager.

Before planning your club event, be sure to read the guidelines outlined below. All club events must adhere to the policies and procedures outlined by the Waterloo Undergraduate Student Association and the University of Waterloo, as well as comply with all Municipal, Provincial, and Federal Canadian laws. All aspects of Club events, from stakeholder management, event promotion, logistics, and execution, must be conducted in a manner which is in alignment with the values of both the Waterloo Undergraduate Student Association and University of Waterloo. Any club activity which is deemed to damage the image of the Clubs system, or the image of either the Waterloo Undergraduate Student Association or University of Waterloo will result in disciplinary action.

Remember: all club events – big or small, on or off campus – require an event form to be submitted and approved. The event form can be found at [clubs.wusa.ca](http://clubs.wusa.ca).



## Planning an Event

There are three specific areas of activity planning which clubs need to be aware of prior to starting the actual preparations of an event because they need to be mentioned before an event:

1. Alcohol served at events
2. Participatory activities
3. Food served at events

## Alcohol at Events

All clubs who wish to have alcohol served and consumed as a part of an event, MUST act in accordance with University of Waterloo Policy 21 – Alcohol Use and Education (<http://uwaterloo.ca/secretariat/policies-procedures-guidelines/policy-21>).

There are two options for club events involving alcohol:

1. On-campus at one of the university's licensed facilities
2. Off-campus with liquor service arranged either through the University's Catering Services, or in a licensed establishment in accordance with both university policy and the Alcohol and Gaming Commission of Ontario (AGCO)'s regulations

Note: Off-campus events involving alcohol MUST be approved by the Clubs Manager. WUSA Special Events Insurance Policy is required for this type of events NO EXCEPTIONS. Depending on the off-campus venue, it may be required that the venue name the Federation of Students, University of Waterloo as well as the University of Waterloo as additionally insured under the venue's general liability insurance policy.

As per Policy 21, no club events will be authorized by WUSA where the consumption of alcohol is the sole purpose and/or focus of the event, including, but not limited to:

- Keg parties
- Pub crawls
- Wipe-outs or "drink the town dry" events
- Drinking contests
- Events involving games requiring the rapid and/or mass consumption of alcohol (i.e. flip cup, beer pong, etc.)

### *Special Conditions For Events With Alcohol*

Any event involving alcohol needs to be discussed with the Clubs Manager. Regardless of whether the event is held on or off campus, there are two main factors for events involving alcohol which determine additional special conditions:

Event open to all ages vs. 19+ (age of majority in Ontario)

Atmosphere (dance/nightclub vs. seated table service)

Case:	Special Conditions:
-------	---------------------

All Ages Event No Alcohol Service Dancefloor or NO Dancefloor	No Additional Special Conditions
19+ Event Alcohol Service NO Dancefloor	No Additional Special Conditions
19+ Event Alcohol Service Dancefloor	Licensed security required at event
All Ages Event Alcohol Service at Tables (i.e. "Restaurant Service") NO Dancefloor	Licensed security required at event 19+ will require wristbands (ID required) Watcards/Onecards of underage patrons held at the door until they leave Table Server required to ensure no underage drinking
All Ages Event Alcohol Service Dancefloor	Licensed security required at event 19+ will require wristbands (ID required) Watcards/Onecards of underage patrons held at the door until they leave Physical divide prohibiting the exchange of beverages between alcohol area and underage area, managed by licensed security

Notes: The above chart is an approximate guide. Event conditions are approved on a case-by-case basis. For underage events involving alcohol, the only underage patrons who are permitted to attend are UW or WLU students.

### Raffles and/or Prize Draws

Though prizing can increase interest and attendance to events, the Alcohol Gaming Commission of Ontario (AGCO) has strict guidelines as to what clubs can or cannot do with regards to prize giveaways without obtaining a lottery license (of which is extremely difficult to do so). If all three of the below components are involved in your promotion, a lottery license is required:

#### 1. Consideration

Unless there are no restrictions (namely, anyone could attend regardless of age or affiliation), a lottery license is likely required. I.e., a club hosts an event with a raffle where admittance to the event is restricted. I.e., a club asks for donations and every donation receives a ballot. Another example, a "Door Prize" draw for everyone who purchased a ticket has an opportunity to win the prize.

#### 2. Element of Chance

If there is any level of uncertainty, where the decision on who wins the prize has some element of chance (like raffles, draws, door prizes, etc.), a lottery license likely is required. The main exception is if the prize is awarded to a team or individual who defeats their fellow contestants solely based on skill(s). In this case failure to be the champion of said skill(s) would constitute no prize awarded (which would have to clearly be mentioned to the contestants). I.e. a Trivia quiz contest where the winner is the one with the most correct answers, or a baseball tournament. Note: poker or other "casino" games are not solely based on skill as there is an element of chance in the deal of the cards.

#### 3. Prizing

If there is an item or money being awarded, a lottery license is likely required. I.e. tickets, “cash” prize, etc.

Essentially, if the event involves a “Raffle”, “Prize Draw”, “Door Prize” or alike, your club may be in violation of the law. If there are any questions or uncertainty, please contact your Clubs Manager ([clubs.manager@wusa.ca](mailto:clubs.manager@wusa.ca)).

### Higher Risk Event Activities

Events which include activities that carry a heightened risk of personal injury or death raises a significant liability risk to not only the club hosting them, but also to WUSA and potentially the University of Waterloo as well. The Clubs Manager must be well informed of all details regarding these types of events in order to ascertain if additional insurance is required and to potentially require additional measures the club should take to reduce the potential risk involved with these events. Some examples include:

- Sporting tournaments or “Olympic Games”
- Events where alcohol is involved
- Overnight excursions
- Ski trips

### Serving Food at Events

Food Vendor Forms require 10 business days’ processing time by the Region of Waterloo Public Health Department. Link to submit can be found at [clubs.wusa.ca](http://clubs.wusa.ca).

Please submit a special event form if the event is open to the general public:

- Food preparation is occurring on site of event or at the WUSA Prep Kitchen for the event (ie. Night Market)
- Hot or cold holding AND service of hazardous foods
- BBQ’s on campus where there is only precooked burgers and/or precooked hot dogs served

For more information on properly serving food at events on-campus, please explore Health Services’ webpages on Food Safety

No need to submit a special event form if:

- Sale or distribution of non perishable food or prepackaged items only (cookies, cake, muffins, Krispy Kreme donuts, coffee, tea, popcorn)
- A club meeting where there is food served
- A departmental or club member only pot luck
- A catered event or meeting with food intended for immediate consumption (ie. Food Services or an inspected facility)
- A charity food sale with food purchased from inspected facility (eg. Pizza sale with pizza supplied from Campus Pizza, Krispy Kreme donut sale)

Note: Where forms are submitted under the above circumstances, The Region of Waterloo Public Health Department will not reply regarding any approvals.

For more information on properly serving food at events on-campus, please explore Health Services' webpages on Food Safety: <https://uwaterloo.ca/occupational-health/food-safety>.

## Events Requiring Ticketing

Approved online ticketing providers and/or physical event tickets must be used in any case where a fee is charged as part of a club event (i.e. admission, food booths, etc.). The choice of what type of approved ticketing system to use is up to the club. All tickets for club events must have the consent of WUSA. No tickets will be authorized without prior approval.

## Online Tickets

Depending on the event, online ticketing through [wusa.ca](http://wusa.ca) may be ideal over physical ticketing. To have a page set up on [shop.wusa.ca](http://shop.wusa.ca) for your club, please email [clubs.manager@wusa.ca](mailto:clubs.manager@wusa.ca). Clubs are able to track event sales, ask questionnaires during ticket purchase to gain more insight for event preparations (i.e. dietary restrictions, team names, etc.).

### Notes:

- Ticket revenues will be automatically deposited into the club's WUSA bank account.

### Before Your Event

- Setting up an online event may take up to 3 business days from the date of the request. Please email at least a week in advance to allow for adequate processing time
- It is recommended to have tickets ready for sale approximately two weeks prior to event date.

### Ticket Sales During The Event

- A link to the [wusa.ca](http://wusa.ca) page will be provided to your club once it is set up. Tickets can be set up for certain times and are fairly customizable

### After Your Event

- All ticket sales money must be deposited into the SLC Drop Box immediately following the event, as in accordance to the cash handling procedure outlined in this manual. In the case where money and unsold tickets are not promptly deposited, University of Waterloo Campus Police will be contacted as it is considered theft.
- If money is required to pay DJ's, rental charges, etc., then a Clubs Cheque Request Form must be filled out or an invoice provided at least four business days in advance and signed by the Clubs Manager so that a cheque can be produced. Cash from ticket revenues CANNOT be used to pay for expenses in lieu of a clubs cheque.
- All proceeds from the venue and advanced sales will be deposited to the club's WUSA account.

## Booking Audio/Visual Equipment

### WUSA AV Rentals

WUSA has some data projectors and other A/V equipment that are available to borrow. Clubs may be required to pay a rental fee for equipment and must either leave a refundable \$20 deposit or leave either a piece of government issued ID or their Watcard. The following rules apply for WUSA AV Rentals:

- One person from the Club is responsible for the equipment, they must pick up the equipment and the same individual must drop off the equipment. This person, if not the person on the event form, must appear on the event form in the A/V equipment section.
- The Projector must be returned to the WUSA Clubs Community Center (SLC 2139) by 10am the following morning. If the equipment is not returned within 24 hours of the pickup time, the deposit is kept as a late fee.
- If the equipment is damaged due to negligence on behalf of the Club use, the club will be fined for the damage costs and future equipment booking privileges will be compromised.
- The responsible person's signature in the sign out book indicates the clubs agreement to all equipment booking rules.
- You must have copyright permission to show movies on University of Waterloo video equipment. The WUSA has a movie license, which allows for the showing of certain movies for events. To obtain copyright permission please email the name of the movie and date and location of the showing to the Clubs Manager.

### Resources

The following WUSA resources are available for use by any recognized WUSA club. For more information on any of these resources please contact the Clubs Manager.

### Button Maker

There is a button maker available to be borrowed and used in the WUSA Office. You will need to speak to the Clubs Manager to learn how it is used. The button maker can only be used during WUSA Office hours and must be pre- booked for usage. Buttons cost \$0.25 each to make, plus the cost of photocopying whatever is to go into the buttons.

Please follow these steps when seeking to borrow the button maker:

1. Contact WUSA Reception at [recept@wusa.ca](mailto:recept@wusa.ca) to find out the quantity of buttons available.
2. Print out your own paper button designs and cut them out. Buttons are 2" but your print- outs will need to be slightly larger, about 2.5". If you are unsure of size, print this page out for an exact size or ask the WUSA front desk to show you the example cut-out.
3. Plan a time to come to the WUSA main office to make all your buttons. The WUSA office is open Mondays to Fridays, on 9 a.m. to 4 p.m.
4. Each button costs just under \$0.25. Budget each button at \$0.25 to account for taxes. You must pay for all the buttons you make upon leaving the WUSA office.
5. Enjoy! Remember, you may use the button maker, but WUSA is not responsible for the content and purpose

of your buttons however they must not be of an offensive nature.

### **Cash Boxes**

If you are in need of a cash box for your event please request a cash box by emailing [clubs.manager@wusa.ca](mailto:clubs.manager@wusa.ca). All money collected must be deposited into the Club Account immediately as per the cash handling policy. You can also request a float of \$50-\$75 depending on the money in your club bank account. A Watcard is required to borrow the cash box. The club is financially responsible for any damages.

### **Portable Debit/Credit Machine**

At this time, clubs are unable to book a portable debit/credit machine but we are exploring options to bring this back as a service for our clubs! Typically, it would be booked through WUSA Reception ([recept@wusa.ca](mailto:recept@wusa.ca)). WUSA absorbs all transaction fees for your club. A club representative must leave their Watcard or a piece of government issued ID. The machine must be returned by 9am next business day. The club is financially responsible for any damages.

### **Foldable Tables**

WUSA has two foldable tables that can be used for outdoor events. These can be booked through the Event Form submission or by emailing the Clubs Manager through the event form submission thread. If you require tables outside of regular office hours then you must make special arrangements through the Clubs Manager. Furniture belonging to the Student Life Centre or the University is not permitted to be taken outside at any time.

### **Portable Hand-washing Station**

For outdoor events requiring a hand-washing station (i.e. BBQ), please contact the Clubs Manager.

### **Web and Email**

The WUSA IT department also provides website and email hosting services for clubs and services. If you need space for your club website, or would like an official WUSA email address, please submit a request through <https://clubs.wusa.ca/>. Websites and emails need to be approved by the Clubs Manager. Clubs can then access their emails through <https://www.portal.office.com>. Clubs are allowed to create an official club email from an external mail server (i.e. gmail), but the email must convey the perception that the club is primarily a student club. For example, "[waterloo@externalorganization.com](mailto:waterloo@externalorganization.com)" is not permitted, as they give the perception that the club is not primarily uWaterloo student focused.

### **Cloud Storage and Microsoft Office 365 Suite**

All clubs have access to 1TB of cloud storage and Microsoft Office Suite through their [clubs.wusa.ca](mailto:clubs.wusa.ca) email.

### **Voting**

The WUSA IT department can help your club run elections by providing a secure voting system. Please submit an IT request in [clubs.wusa.ca](mailto:clubs.wusa.ca) to request IT assistance with this.

## Advertising

Do not hesitate to take advantage of the WUSA' Marketing Department for all your advertising needs—they can provide a number of services from design work (which is free) to printing (at discounted rates). You may submit your request by submitting a marketing request at [request.feds.ca](http://request.feds.ca). Please allow a minimum of 3 business days for design request and 1 business day for printing. More details are available on the WUSA website (<http://wusa.ca>).

## Clubs Logo

All promotional material (ie. posters, club cards, websites, etc.) should contain the WUSA Clubs Logo, otherwise they will not be approved.

A digital version of the logo has been provided on the website (<https://wusa.ca/clubs/clubs-information-and-forms>) to help clubs when creating promotional materials. The logos should not be edited or changed in any way or form.

## Posters

Posters are one of the most effective ways to inform the student body about events a club is conducting. Clubs are free to create advertisements at their own discretion, so long as they follow these few steps along the way:

- All clubs advertising materials must be brought for approval to the Clubs Manager or Marketing Department prior to posting
- Advertising material must contain the club's name or logo, club contact info or where to obtain more information, the WUSA Club Logo, and if it is for an event it must include the following items:
  - i. Club name and logo
  - ii. WUSA Club logo (found at <https://wusa.ca/clubs/clubs-information-and-forms>)
  - iii. Event name
  - iv. Event location (include exact address if it is off campus)
  - v. Event start time (and end time if you wish)
  - vi. Ticket pricing (member, non-member, non-UW students, etc.)
  - vii. (If Applicable) Specify if the event is all ages, 19+, or split license (i.e. all ages with 19+ section)
  - viii. Location to purchase tickets
  - ix. Where to find more information or who to contact for more information
  - x. (If Applicable) The English translation of any words written in another language
- Unless otherwise approved by the Clubs Manager and/or the appropriate facility personnel, club posters are only allowed:
  1. On Wusa poster boards if booked in advance through the poster run by contacting Reception ([recept@wusa.ca](mailto:recept@wusa.ca)).
  2. Society boards or Faculty Department approved areas (with specific approval from the respective society or department).
  3. Boards in the SLC (with specific approval from the Turnkey Desk)
  4. The Clubs Community Center (by dropping one off with the Clubs Support Team)
  5. Designated outdoor poster stands (the red roofed structures by PAC, The Rock Garden, and AL).
- One poster per event per board no larger than 11 x 17 inches
- All poster content must follow guidelines set out by the WUSA and University of Waterloo

- Failure to adhere to the WUSA poster policy will result in a ban on all club posters for up to one year at the discretion of the Clubs Manager

### **WUSA Poster Boards**

The WUSA operates a poster run that places posters on each Waterloo Undergraduate Student Association Poster Board around campus (small run) and the residences (large run) each week (bi-weekly for the Spring term). Clubs can book a space on the run by speaking with the receptionist, ([recept@wusa.ca](mailto:recept@wusa.ca)). Poster run prices can be found here <https://wusa.ca/services/student-supports/poster-run/>.

Slots are allocated on a first come-first served basis, so book your run well in advance. You will be asked to bring your posters to the Accounts Receivables Clerk a few days before the run.

### **Society/Building Ad Boards**

Many of the student societies, faculties and individual buildings have bulletin board space to post advertisements. Clubs are free to enquire about using these spaces on their own, but must first have brought the poster to the Clubs Manager for approval.

### **Student Life Centre**

Clubs must submit posters they want put up in the SLC to the Turnkey Desk for approval and stamping. The Turnkey staff will post the posters themselves. Clubs are limited to at most four (4) of the same poster. Larger banners may be hung in the SLC atrium provided they are advertising for a specific event (i.e. not general club advertising or for a regularly occurring event such as a club meeting). Banners must be removed no more than two weeks after the date they were posted. It is the responsibility of the club to remove their own banner.

### **Clubs Community Center Upcoming Event Board**

The Clubs Community Center (SLC 2139) has an upcoming events board. Clubs who wish to post an event on the Clubs Community Center upcoming events board need to drop off a poster with the Clubs Support Team between Monday and Friday, 10am-3pm. The poster can only stay up for two weeks maximum.

### **Club Booths/Tables**

Waterloo Undergraduate Student Associations' Clubs have the privilege of setting up booths and tables in the Student Life Centre in order to sell tickets and advertise their club. To book a space in the SLC, indicate that you would like a booth in Vendor's Alley on the Club Event Form. For more information, please contact the Clubs Manager. A club is limited to 3 booth days per month and 3 per event total.

### **WUSA Website**

All clubs that have been active in the past three terms will be listed in the Clubs Listing page. Information for each entry is provided by your group, so make sure all information is accurate and up-to-date. To update your club listing, login to [clubs.wusa.ca](http://clubs.wusa.ca) and submit a "Club Listing Update" under "Requests."

### **Daily Bulletin**

The University Public Affairs and Communications office runs an online daily newspaper to announce what is taking place in the University of Waterloo community.

Every once in a while, if given enough time, they will post club events on the site. To have your event listed, contact the Clubs



Manager with at least 3 business days of notice.

## Imprint

The Imprint runs advertisements in each issue for businesses and events in the community. The cost for advertising in the Imprint will depend on several variables. Please consult with the Imprint Staff to find out about costs. You can find more information on their website: <http://uwimprint.ca/>.

## Media Relations

The Communications & Media Relations Specialist (CMRS) provides media relations support for all clubs, societies, and services.

### When to Contact CMRS

- If your club/society/service is contacted for an interview
- If you have a story you want shared with the media
- If you need other communications supports

Things to remember:

- Always remember to loop in CMRS, even if support is not needed, in any media coverage your club/society/service is involved in, including Imprint.

Why is it important to send interview requests through the CMRS?

- CMRS supports the interview process by:
  - gathering information on interview requests
  - ensuring the best person to speak on the topic is connected with the journalist
  - vetting questions and tone
  - arranging interviews
  - helping interviewees prepare for the interview
- CMRS can provide additional context if necessary
- CMRS can share coverage on WUSA' social media and website
- CMRS can provide support on the issue or address concerns
- Keep CMRS in the loop on public communications coming from WUSA

### When the Media Contacts You

When you speak to the media as a representative from a WUSA club or service, you are speaking on behalf of WUSA, so it is important for clubs and services to follow the proper procedures when a media request is received.

If your club/society/service is contacted for an interview:

- If you receive the request by email, phone, or in person, thank the reporter for their interest; let them know that the Communications & Media Relations Specialist handles media requests and schedules interviews; pass along contact information or cc CMRS on email

### Working with Journalists

Follow these simple rules to develop a good relationship with journalists:

- **Be honest.** If you're asked a question you don't know the answer to, or you're unable to provide the answer to for confidentiality reasons, tell the journalist you would be willing to share more details if possible at a later time/date.
- **Be prepared.** You've been asked to speak on an issue you know about, but preparation is still important: anticipate what the reporter might ask and know what you want to say on the topic. Consider writing down a list for phone interviews. CMRS can help!

## Imprint

Follow these simple rules to ensure WUSA has accurate, positive coverage in Imprint:

- **Refer reporters to Communications & Media Relations Specialist.** It's easy to be informal with Imprint reporters: you may know them from class, you may have mutual friends, you may even be friends, but their interview requests should be regarded as the same as any other media request.
- **No conversation is "off the record."** When a conversation is "on the record" it means reporters are able to write or record anything you say. When a conversation is "off the record" it means reporters are unable to write or record anything you say.

As a general rule – always assume every conversation with any reporter is being recorded and is on the record.

Even in an informal conversation with someone who writes for Imprint, don't assume you're having a private conversation.

- **Ensure Imprint staff are identified at events.** All Imprint staff should be wearing a media badge if they attend meetings or events. This lets attendees know that they may be asking questions that are considered on the record. Nametags are available at the WUSA front desk if needed.

## Procedures and Policies

### Student Council Procedures

Student Council Procedure #3 is a guideline on the rules, responsibilities, and rights of all WUSA sanctioned Clubs. It contains information on how to start and operate your club. It is important that these procedures are read and understood prior to beginning club activities for the term. By signing the mandatory Clubs Acknowledgement Form, you confirm that you have read and understood the Clubs Procedures. You can download and peruse the Council Procedure on the WUSA website under: <https://wusa.ca/library#doc-procedures>.

### Policies

The following outlines WUSA and University of Waterloo specific policies applicable to Clubs. Any questions should be directed to the Director of Campus Life or Clubs Manager.

### Cheque Requests

Clubs can only spend money on approved club purchases. These include:

- Official approved events;
- Approved inventory; or
- Donations to Canadian registered charities under the Canadian Revenue Agency.

When and Where to Submit:

Clubs can submit a complete cheque request package either online (by emailing it to [clubs.manager@wusa.ca](mailto:clubs.manager@wusa.ca)) or in person to the WUSA main office (SLC 1116) or WUSA Clubs Community Centre (SLC 2139) any time during business hours.

The package contains:

- 1) A completed cheque request form, signed by two of the three signing authorities
  - a. A signing authority cannot approve their own cheque request – have the other two approve it
- 2) Original itemized receipts, showing the items purchased on the receipt with the company's information, and a tax breakdown
- 3) Proof of payment must be attached proving the payee paid for the expense

Important to note when completing the package:

- Keep photocopies of the receipts
- Include a short accurate description of what the purchase is for. This will be posted on the Club ledger (i.e. do not put "club reimbursement")
- WUSA will not reimburse a club for any controlled substances (i.e. liquor, tobacco, cannabis, etc.)
- Cheque requests older than two terms will not be accepted (i.e. Winter Term cheque requests must be submitted by end of August, Spring Term by end of December, Fall Term by end of April)
- Clubs cannot spend money they do not have. Clubs who cannot prove they have the funds to pay for their purchases will not be reimbursed.

#### **Poster Policy**

- All advertising materials created without the help of WUSA Marketing must be brought for approval to the Clubs Manager prior to posting
- Advertising material must contain the club's name or logo, and the Waterloo Undergraduate Student Association Clubs logo
- Posters are only allowed on WUSA poster boards, society / building ad boards (with approval from the respective society or department) and designated outdoor poster stands unless otherwise approved by the Clubs Manager and appropriate facility personnel
- One poster per event per board no larger than 11 x 17 inches, poster space reservation must be made through WUSA Accounts Receivable Clerk.
- All poster content must follow guidelines set out by the WUSA and University of Waterloo

Failure to adhere to the WUSA poster policy will result in a ban on all club posters for up to one year at the discretion of the Internal Administration Committee.

#### **BBQ Policy**

##### **Booking Steps**

- 1) Complete and submit the online BBQ form (located below)
- 2) A WUSA Campus Life representative will respond to your inquiry within 3 business days of submission
- 3) The booking group will confirm all necessary details with WUSA Campus Life
- 4) The booking group may order food supplies through WUSA Catering for the event (order to be confirmed at least one week before the event)

NOTE: Any major changes to the booking, including rescheduling and cancellations need to be communicated to WUSA Campus Life and (if applicable) WUSA Catering in a timely manner

### *Day of Steps*

- 1) The booking group will pay the required booking fee at the WUSA Main Office prior to the BBQ, and be issued a receipt of payment
- 2) The booking group will meet a WUSA Campus Life representative in SLC 2139 (The Clubs Community Center)
- 3) The booking group will present the payment receipt to WUSA Campus Life at the time of pick up
- 4) A Watcard will be held by WUSA Campus Life during the BBQ
- 5) The booking group will transport all BBQ equipment to the BBQ site
- 6) The booking group will set up all BBQ equipment
- 7) WUSA Campus Life will confirm the BBQ equipment is set up correctly and the BBQ can proceed
- 8) The booking group will staff the BBQ
- 9) WUSA Campus Life will check in throughout the BBQ to confirm compliance to Health and Safety regulations
- 10) The booking group will then clean all BBQ equipment and return the equipment back to WUSA Campus Life
- 11) The booking group will have their Watcard returned after WUSA Campus Life confirms all equipment is returned
- 12) WUSA affiliated groups must deposit any revenues immediately after the event

### *Important Notes*

- BBQs can only operate from 10am-3pm including set up and clean up
- BBQs should be picked up between 10am-10:30am to be ready to serve by 11:30am
- BBQs should start winding down after 1:30pm with cleaning starting no later than 2pm
- The BBQ equipment includes:
  - 1 portable BBQ
  - 1 propane tank
  - 2 folding tables
  - 1 garbage can
  - 2 sets of tongs
  - 1 BBQ lighter
  - 1 BBQ grill cleaning tool
  - 1 cooler
  - 1 hand wash station
  - The BBQ equipment does NOT include:
    - Cashboxes
    - Paper towels
    - Hand soap for the hand wash station
    - Garbage bags

- Sanitary gloves
  - Hairnets
- The BBQ is for use on UW Main Campus only.
- BBQs that fail to uphold Health and Safety regulations will be shut down immediately and without refund. Loss of future BBQ privileges may be possible.
- Electricity is not available at BBQ locations. No extension cords.
- Exam tables and SLC furniture are not allowed outside.
- Additional charges may apply, including:
  - Additional labour costs if the BBQ location is more than a 2 minute walk from the SLC
  - BBQ equipment is returned dirty or damaged
  - BBQ equipment is missing
  - Cancellations with less than 2 business days' notice
  - Food Safe Guidelines
- Food safe guidelines must be upheld at all times throughout the entire BBQ. For more information on event food safety, please visit the University of Waterloo Event Food Safety page.

**Key Points:**

- Only pre-cooked hot dogs, pre-cooked veggie burgers and pre-cooked hamburgers, pre-cooked chicken burgers and pre-cooked sausages are allowed
- Food must be kept frozen when stored
- Food must be transported in coolers that maintain a temperature below 4°C
- Food products must never be placed on the ground, even though they are in packaging
- Separate people are needed for handling cash, for cooking, and for serving
- Everyone handling food must wash their hands before starting and after every time they switch tasks, other than if the tasks are all handling food (i.e. cashier to BBQer)
- Everyone handling food must wear gloves and have hair pulled back into a pony tail or wear a hair net or hat
- Condiments (i.e. mustard, ketchup, relish, mayonnaise, etc.) cannot be in open containers (i.e. use squeeze bottles)
- Condiment area must be kept clean
- Lettuce, tomatoes and onions must be cut in a licensed kitchen and must be transported and displayed in food grade containers.
- Pre-packaged drinks may be offered
- The internal temperature of the food must be above 60°C before it can be served
  - This may take approx. 30 minutes to achieve from set up. Budget time accordingly.

## Appendix: Constitution Template

The following is a sample constitution that may be used as a model. Copy and paste the entire document and fill in the required information specific to your constitution (required items in red).

**[NOTE (TO BE REMOVED BEFORE SUBMISSION): DO NOT CHANGE ANY SECTIONS IN BLACK. ONLY COMPLETE WHAT IS BOLDED IN RED.]**

### **CLUB NAME**

The name of the club will be the **[INSERT CLUB NAME]**. We are not an agent or representative of the Waterloo Undergraduate Student Association (WUSA), and our views and actions in no way represent the WUSA.

### **GOVERNANCE**

The club will uphold the values, mission, and mandate of both the University of Waterloo (UW) and WUSA through following the directives outlined in the WUSA Clubs Manual, all WUSA By-Laws, Policies, and Procedures, as well as all policies and procedures outlined by the UW Secretariat. Furthermore, the club will abide by all laws of the Region of Waterloo, Province of Ontario, and Government of Canada. All club matters will ultimately be overseen by the Clubs Manager and Clubs Manager Delegate.

### **PURPOSE**

The purpose of the club is to gather University of Waterloo students, staff, faculty, and members of the UW community at large to **[INSERT PURPOSE]**. Club events, activities, and/or initiatives will include **[LIST ACTIVITIES AND EVENTS RELATED TO YOUR PURPOSE]**.

### **MEMBERSHIP STRUCTURE**

Unless detrimental to the club purpose (of which the Clubs Manager would determine), the club will be fully inclusive and welcoming to both its current and potential membership. New membership is welcome and accepted at any time during a club's active term. Eligible club members may be current: WUSA Members, as outlined by the WUSA By-Laws; UW graduate students; UW staff or faculty; and/or members of the UW community at large, as defined in the Clubs Manual.

Only current UW students (graduate or undergraduate) may hold voting membership within the club. UW Staff, faculty, and members of the UW community at large may hold non-voting membership within the club. (If Applicable) UW undergrad students who are eligible to obtain voting membership in the club who do not wish to pay the club membership fee at the time of joining may hold non-voting membership within the club. Voting membership can be obtained for said members by paying the membership fee.

At least two thirds of the club's membership must be current UW students (graduate of undergraduate).

### **MEMBERSHIP FEE**

Club membership is free.

**[OR (SELECT ONE AND REMOVE THE OTHER)]**

The non-refundable membership fee is \$[DOLLAR AMOUNT] cash per term payable to the Treasurer no later than one month after the first day of class. If joining after the first month, membership is due at the beginning of their first club function. Membership fees will be used for [INSERT INTENDED FEE USE PURPOSE].

**EXECUTIVE OFFICERS**

The majority of executives will be current UW students (graduate or undergraduate). The club president will be a current UW undergraduate student. All club executives will be elected, not hired or appointed. The term of office for all executive positions is one academic term, as outlined by the UW Registrar's Office. A President can only hold office as President for up to three consecutive terms. All club decisions will be determined by executive vote, as no executive officer (not even the President) holds decision making power for the collective.

**[NOTE (TO BE REMOVED BEFORE SUBMISSION): EXECUTIVE OFFICER NAMES AND ROLES CAN CHANGE INCLUDING THE ADDITION OF MORE POSITIONS. AT LEAST 3 POSITIONS ARE REQUIRED AND ALL OF THE DUTIES LISTED BELOW MUST BE INCORPORATED INTO AN EXECUTIVE ROLE. EACH ROLE REQUIRES THE DUTY OF TRAINING THEIR SUCCESSOR. THE FINANCE/TREASURER EXECUTIVE MUST NOT BE COMBINED WITH OTHER NON-FINANCE DUTIES.]**

The **President** ensures that:

- The club operates according to the guidelines of its constitution, and some agreed upon guidelines for running a meeting, such as Robert's Rules of Order;
- The club works towards its objectives as agreed upon by the membership; and
- The next President is trained.

The [INSERT EXECUTIVE OFFICER NAME 2, i.e. Secretary] ensures that:

- Records of what the group has done are maintained, distributed, and are accessible to all the members;
- Meeting minutes/notes are recorded and made available to all voting members;
- All club correspondence is monitored and brought to the attention of the appropriate person(s);
- The duties of the President are undertaken in his/her absence; and
- The next [INSERT EXECUTIVE OFFICER NAME 2] is trained.

The [INSERT EXECUTIVE OFFICER NAME 3, i.e. Treasurer] ensures that:

- The club's WUSA bank account and all financial transactions for the club are monitored and verified;
- All club revenues are collected, deposited into the club's WUSA bank account, and reconciled correctly and within a timely manner;
- Club cheque requests are submitted correctly and in a timely manner; and
- The next [INSERT EXECUTIVE OFFICER NAME 3] is trained.

The three signing authorities for the club will be the President, **[EXECUTIVE OFFICER]**, and **[EXECUTIVE OFFICER]**.

It is important to assure that the person with the most information and/or knowledge in the club is not the full-time chairperson. Therefore, the club will occasionally rotate the role of chairperson among voting members

#### **[OPTIONAL (REMOVE SECTION IF NOT NEEDED)] EXECUTIVE SUPPORT STRUCTURE**

The Support positions do not hold an executive vote. Rather they assist in achieving an executive's specified duty or an overall club purpose.

**[INSERT EXECUTIVE SUPPORT ROLE/COMMITTEE]  
[INSERT DUTIES]**

**[NOTE (TO BE REMOVED BEFORE SUBMISSION): ENSURE THE SUPPORT ROLE/COMMITTEE'S REPORTING EXECUTIVE IS LISTED IN SUPPORT ROLE/COMMITTEE'S DUTIES AND THE CORRESPONDING EXECUTIVE LISTS SAID SUPPORT ROLE/COMMITTEE THEY OVERSEE IN THEIR DUTIES]**

#### **MEETINGS**

##### General Meetings

The club will hold **[INSERT DURATION i.e. monthly]** general meetings. Quorum for general meetings will be 10 voting members or 20% of voting membership (whichever is more).

##### Executive Meetings

The club will hold **[INSERT DURATION i.e. weekly/bi-weekly]** executive meetings. Quorum for executive meetings will be 2 executives or at least 51% of the executive body (whichever is more).

The first meetings (both general and executive) of the following term will be arranged by the outgoing executive. At said meetings, subsequent meeting dates and locations will be set. Meeting dates and times will be forwarded to voting members via email **[OPTIONAL: INSERT SECONDARY MEDIUMS FOR NOTIFICATION, i.e. Facebook]**. Emergency meetings can be called by any executive via email **[OPTIONAL: INSERT SECONDARY MEDIUMS FOR NOTIFICATION, i.e. Facebook]** and must sent to the appropriate members at least 48 hours prior to the meeting time.

#### **ELECTION PROCESS**

Elections shall take place at the end of each term for the following academic term. Only voting members of the club may vote. Club members must be notified, by email, two weeks in advance of the meeting where executive elections will take place.

Nominations for executives can be made from any club member. The successful candidate will be the one with the most votes. In the case of a tie, a re-vote will take place until the tie is broken.

#### **IMPEACHMENT AND DISCIPLINARY PROCEDURES**

A movement to impeach an executive officer may be made by any executive officer or by petition of at least five voting members. When the motion is made the Clubs Manager will be informed. An emergency general meeting will be called as soon as is reasonably possible. If the initiators of the movement feel a general meeting to be an inappropriate avenue for the impeachment



meeting, then a motion can be to the Clubs Manager to request the impeachment meeting be changed to an executive meeting.

No club funds will be spent until the issue is resolved.

At the impeachment meeting, the individual(s) who initiated the process will state their case. Afterwards, the officer(s) under impeachment will have an opportunity to defend their position(s) on the matter.

There will then be a question and answer period followed by the selection process for a Chief Returning Officer (CRO) who will oversee the voting process to ensure the decision is fair and democratic. Any executive officer who is neither the initiator nor subject of the impeachment may volunteer as CRO. If there is no such officer, then any voting member of the club present at the meeting may volunteer. If there are multiple volunteers, then the CRO will be selected based on a simple majority vote cast by secret ballot and tallied publically by the chairperson of the meeting. If there is no such volunteer for CRO, then the meeting will be at a standstill until either an eligible executive officer or voting member volunteers.

The vote will be by a "YES/NO" secret ballot, tallied publically by the CRO. If at least two thirds of the votes are for impeachment, then said officer will immediately be stripped of their position. The remaining executive may choose to call an immediate by-election to replace the newly vacant executive officer position.

#### **CONFLICT OF INTEREST**

A claim against any executive officer or club member regarding a potential conflict of interest can be made by any executive officer or by petition of at least five voting members. If such a claim arises, then said individual(s) under suspicion have the opportunity to remove them self (or themselves) from said potential conflict without acknowledging intention of wrongdoing. In the event the claim is contested, then the Clubs Manager will be informed and an emergency executive meeting will be called to determine the validity of the claim. Executive officers who have a claim against them cannot vote to determine the validity of said claim. If executive quorum is not possible due to the removal of said vote(s), then an emergency general meeting will be called and the same proceedings described for impeachment will be used to determine the validity of the claim.

If the claim is validated and there is suspicion of intentional wrongdoing, an immediate impeachment proceeding may be called by any executive officer or by petition of at least five voting members, of whom are not named in the claim. If it is determined that a club member is involved in intentional wrongdoing, the impeachment proceeding will be called to determine said member's club status.

#### **AMENDMENTS**

Constitutional amendments may be proposed by any executive officer or by petition of at least five voting members. The amendment will then be voted on by referendum. The voting procedure will be the same as for the impeachment process. If the vote passes, the amendment and the vote will be forwarded to the Clubs Manager for final approval. If the Clubs Manager approves, then the constitution will be amended and any changes will be inserted into the constitution.

A motion to officially close the club will follow the same procedure as a constitutional amendment. If such a motion passes, then the club will be purged from the clubs system.

## **AFFILIATIONS**

No organization(s) is/are currently affiliated with this club. Any additional affiliations will be added via the amendment process, pending final approval from the Clubs Manager. If approved, the new affiliation will be added to the Affiliation section and a letter confirming the affiliation from the affiliate will be included following the Affiliation section.

**[OR (SELECT ONE AND REMOVE THE OTHERS)]**

The club is affiliated with **[INSERT INTERNAL AFFILIATE NAME]**. The club will act as the primary overseer over the **[INSERT INTERNAL AFFILIATE NAME]**. **[OUTLINE AFFILIATION DETAILS]**

**[OR (SELECT ONE AND REMOVE THE OTHERS)]**

The club is affiliated with **[INSERT EXTERNAL AFFILIATE NAME]**. **[OUTLINE AFFILIATION DETAILS AND/OR MAJOR CONDITIONS]**  
The club itself is internally responsible for ensuring adherence to any applicable By-Laws, policies, conditions, etc. outlined by the external affiliation. However, all policies, procedures, By-Laws, etc. of both UW and WUSA supersede any By-Laws, policies, conditions, etc. outlined by the external affiliation. The Clubs Manager, not the external organization, is the final authority on all club business. Other than the authority to end the affiliation, the external organization has no authority over the club whatsoever. Furthermore, the Clubs Manager is not responsible for ensuring the club abides by any additional stipulations between the club and the external organization. The club may choose by general vote to sever the affiliation, with notice given to the Clubs Manager.