



## **POLICY XVI – CLUB POLICY**

*Last Amended April 2015*

### **1. Club Ratification**

To be considered for ratification by the General Assembly, the following must be submitted by a club to the VP Student Affairs:

- 1.1. A Students' Union Application for Club Ratification which includes:
  - 1.1.1. The name of the club;
  - 1.1.2. The date of application;
  - 1.1.3. The names, titles, e-mail addresses, phone numbers, and University of Lethbridge student identification numbers for at least three (3) members of the club executive;
    - 1.1.3.1. The signature of the president of the club;
    - 1.1.3.2. All executive members of the club must be current, undergraduate students;
    - 1.1.3.3. A minimum of Twelve (12) member names, with corresponding e-mail addresses and University of Lethbridge undergraduate student identification numbers; and
    - 1.1.3.4. The signatures of two members of the club executive;
  - 1.1.4. An up-to-date constitution deemed acceptable by the VP Student Affairs;
  - 1.1.5. A signed copy of the Sanctioned Club Agreement Form, indicating that the club will comply with the ULSU legislation; and,
  - 1.1.6. A twenty-dollar (\$20) non-refundable ratification application fee;
- 1.2. Upon submission of the above four requirements, the VP Student Affairs will submit the application for ratification to the General Assembly for approval;
- 1.3. The General Assembly has the authority to ratify or deny ratification to any student club; and,
  - 1.3.1. The ratification of a club that was de-ratified in the prior year will take into account the filed history of that club and rational for prior de-ratification.

### **2. Club Probation**

- 2.1. A club may have one (1) unexcused absence for Clubs Council meetings per semester.
  - 2.1.1. If no members are available to attend Clubs Council, that club may be excused from Clubs Council as long as they contact the VP Student Affairs before Clubs Council is in session.
  - 2.1.2. If Clubs have submitted a motion to Clubs Council and are unable to speak to the motion they must make arrangements with the VP Student Affairs to present their motion at the next available Clubs Council session.

- 2.1.3. A club will automatically be put on probation during Clubs Council for a second unexcused absence.
    - 2.1.3.1. Clubs located on the Calgary campus will be excused from Clubs Council meetings.
  - 2.2 Probation will result in loss of Club Privileges, including but not limited to applying for Club Funding and free booking of rooms.
    - 2.2.1. Clubs on Probation will remain covered under SU insurance, allowing for sanctioned events and previous room bookings to be held.
  - 2.3 A club on probation will also lose their right to vote on Clubs Council and will be treated as a non-voting member. This means the club will not count towards quorum at future Clubs Council meetings.
  - 2.4. A club on probation may appeal for re-instatement of privileges during the next Clubs Council meeting after entering probationary status.
    - 2.4.1 If a club on probation fails to appear at the meeting of their appeal without notifying the VP Student Affairs, the club will be put forth for de-ratification by Clubs Council.
    - 2.4.2 The club may appeal their probation by either presenting to Clubs Council or submitting a written proposal for the VP Student Affairs to speak to on their behalf.
      - 2.4.2.1 If Clubs Council does not grant re-instatement, the club will be put forth for de-ratification by Clubs Council.
        - 2.4.2.1.1. If Clubs Council does not de-ratify the club, said club will remain on probation for the remainder of the semester. The club will be eligible to apply for reinstatement the following semester or re-ratify their club for the following academic year.
        - 2.4.2.1.2 If Clubs Council de-ratifies the club, it will be brought forth to the General Assembly for official de-ratification. If the General assembly votes against de-ratification, the club is put back on probation for the remainder of the semester.
    - 2.4.3. If Clubs Council grants re-instatement from probationary status, the club's privileges will be re-instated.
  - 2.5 Should a club be up for probation a second time, they will be brought forth for de-ratification to the Clubs Council.
    - 2.5.1 If the motion for de-ratification is defeated, the club will then remain on probation for the remainder of the semester. The club may apply to Clubs Council for reinstatement the following semester or re-ratify for the following academic year.
3. De-Ratification
- 3.1 Any club found to be in violation of Students' Union Legislation will be brought forth to Clubs Council for de-ratification at the discretion of the VP Student Affairs.
  - 3.2 A motion for de-ratification of a club will be carried if approved by a majority vote.
  - 3.3 The Clubs Council's decision for de-ratification will be ratified at the next properly convened General Assembly meeting.

- 3.4 A de-ratified club loses all club privileges and may not ratify for the remainder of the academic year.
- 3.5 The VP Student Affairs will keep record of de-ratified clubs, and will make note should a club seek ratification in the following academic year.